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October 5, 2004

MEMORANDUM

TO: School District Superintendents
Charter School Administrators

FROM: Theresa A. Klebacha, Ph.D.

SUBJECT: 2003-04 Charter School Annual Report – **DEADLINE EXTENSION**

In light of the recent devastation caused by this hurricane season, the Office of Independent Education and Parental Choice recognizes that many schools and school districts have experienced the loss of school and work days. This memorandum serves to notify you that the November 1, 2004 deadline for the submission of your district's 2003-2004 charter school annual reports to the Department of Education has been extended to **November 15, 2004**.

School districts may also wish to provide additional time to their charter schools for the submission of their annual reports to district staff, particularly those schools that have been adversely affected by the hurricanes.

As a reminder, each school district is responsible for collecting the annual reports from all charter schools in the district and submitting one copy of each school's report to the Office of Independent Education and Parental Choice, Florida Department of Education, Attention: Karen Hines-Henry.

If you have any technical questions regarding the annual report template or information that should be included in the annual report, please contact Nancy Scowcroft at (850) 322-5093 or by email at Nancy.Scowcroft@fldoe.org. Any policy questions should be directed to Dr. Paulette Mainwood at (850) 245-0502 or by email at Paulette.Mainwood@fldoe.org.

TK/nsh

THERESA A. KLEBACHA, PH.D.
Executive Director
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