

# FLORIDA DEPARTMENT OF EDUCATION



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August 1, 2003

## MEMORANDUM

TO: District Superintendents  
District Guidance Supervisors  
Middle & High School Principals  
Middle & High School Guidance Supervisors  
Middle & High School Guidance Counselors

FROM: Jim Horne, Commissioner  
State Board of Education

J. David Armstrong, Jr., Chancellor  
Division of Community Colleges

Debra Austin, Chancellor  
Division of Colleges and Universities

Jim Warford, Chancellor  
Division of K-12 Schools

SUBJECT: Regional Admissions Workshops

You are cordially invited to attend one of six regional admissions workshops planned jointly by the Division of Public Schools, the Division of Community Colleges, and the Division of Colleges and Universities. This is the eighteenth year for these regional workshops. The response in the past has been excellent.

**DIVISION OF COLLEGES AND UNIVERSITIES**

*Chief Operating Officer*

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A successful transition from middle school to high school and then to college is important to the education achievements of our students. Middle school counselors are in an excellent position to help parents and students begin thinking early about students' postsecondary options and how these options can be affected by decisions made in middle and high school. The counselors can help direct students' and parents' attention early to the requirements for entry into college and the many alternatives students have today for obtaining a post-high school education. Often, postsecondary admissions policies are viewed as complex and difficult to understand. These workshops will help middle school and high school guidance counselors understand those policies and keep up-to-date on state and institutional policies and procedures. With that understanding, guidance counselors will be better equipped to meet the needs of their students during this critical transition time.

We encourage you to participate in these workshops and join us in our efforts to improve our service to the citizens of Florida through education. While the workshops are designed to keep guidance counselors informed about the philosophy and various policies and procedures involved when high school graduates make transitions into Florida's public colleges and universities, attention also will be given to motivating and retaining targeted groups of students within Florida's public educational institutions. The presentations will be designed to allow guidance counselors time to ask specific questions about admissions and other related matters. The meetings are designed for middle and high school guidance and counseling personnel; however, we encourage others to attend who are concerned with transition from middle school to high school and then to college.

The State universities have graciously volunteered to host these meetings, which have been scheduled in six different cities around the state. Refreshments will be provided. The locations and dates in the attached schedule were planned to provide geographic coverage of the state early in the school year, when this information would be most timely. Due to the length of the agenda, the presentations will start promptly at 8 a.m.

Please make your plans early and send in your registration forms as soon as possible so that the host institutions and workshop planners may prepare adequate supplies of information packets and refreshments. You may refer to the attached schedule of workshops to determine which site will be the most convenient for you to attend. It is recommended that you make an additional copy of this invitation including the attached registration form for each person who may be interested in attending. Send one completed registration form for each person who will be attending to the address listed.

If you have any questions or need additional information, please contact Ms. Nell Kelly at (850) 245-0467 or Suncom 205-0467.

JH/JDA/DA/JW/nk

Attachments