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MEMORANDUM

TO: School District Superintendents

FROM: Christy Hovanetz Lassila, Ph.D.

DATE: November 29, 2005

SUBJECT: Update School District Accountability Contact Person

The purpose of this memorandum is to ask you to provide the name of the person who will be responsible for verifying data for the calculation of the A+ Plan School Grades and No Child Left Behind Adequate Yearly Progress designations for your school district.

State Board Rule 6A-1.09981(9) (a) states, "Each school district superintendent shall designate a school accountability contact person to be responsible for verifying that each school is appropriately classified by type, verifying student data indicators and eligibility for inclusion and exclusion in school grade calculations, and reconciling student test answer documents that do not match survey three membership records prior to the issuance of school grades."

Please supply the information below in an email to evalnrpt@fldoe.org no later than December 31, 2005.

School District Accountability Contact Person:

District: _____

Name: _____

Title: _____

Phone: _____ Extension: _____

CHRISTY HOVANETZ LASSILA
DIRECTOR
EVALUATION AND REPORTING

SunCom: _____ Extension: _____

Email: _____

Superintendent's Signature _____

If you have any questions, please feel free to contact the Evaluation and Reporting Office at 850/245-0411.

CHL/snk

Return by email to evalnrpt@fldoe.org by December 31, 2005.