

# FLORIDA DEPARTMENT OF EDUCATION



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May 3, 2006

## MEMORANDUM

**TO:** District School Superintendents

**FROM:** J. David Armstrong, Jr.  
Cheri Pierson Yecke, Ph.D.

**SUBJECT:** Annual District Online Guidance Report

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The 2004 Legislature passed, and the Governor signed into law, House Bill 769 (HB 769) that amended several laws related to career and technical education. The bill created section 1006.025, Florida Statutes (Guidance services.--), that requires district school boards to submit a guidance report to the Commissioner of Education by June 30 of each year. This requirement supports the State Board of Education's goal of Highest Student Achievement and Strategic Imperative 3: Improve Student Rates of Learning. The district guidance report must include, but not be limited to, the following:

- Examination of student access to guidance counselors.
- Degree to which a district has adopted or implemented a guidance model program.
- Evaluation of the information and training available to guidance counselors and career specialists to advise students on areas of critical need, labor market trends, and technical training requirements.
- Progress toward incorporation of best practices for advisement as identified by the Department.

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J. DAVID ARMSTRONG, JR.  
*Chancellor, Community Colleges and Workforce Education*

CHERI PIERSON YECKE, PH.D.  
*Chancellor, K-12 Public Schools*

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- Consideration of alternative guidance systems or ideas, including, but not limited to, a teacher-advisor model, mentoring, partnerships with the business community, web-based delivery, and parental involvement.
- Actions taken to provide information to students for the school-to-work transition.
- A guidance plan for the district.

In order to facilitate the development and submission of the required annual district report to the Commissioner of Education, Department staff created a web-based reporting format. The web-based report can be accessed at: <http://data.fldoe.org/guidanceReport/>. You may begin completing your district report via the electronic system immediately. The initial login will ask for your district and password. Enter the name of your county and the two-digit number assigned to your county. After the initial login, you will be required to change your password before you proceed. The report must be completed and submitted to the Department prior to June 30, 2006.

If you have questions regarding the online district guidance report, please contact Zelda Rogers at [zelda.rogers@fldoe.org](mailto:zelda.rogers@fldoe.org) or Rich Downs at [rdowns@tempest.coedu.usf.edu](mailto:rdowns@tempest.coedu.usf.edu).

JDA/CPY/mg

c: Assistant Superintendents for Curriculum and Instruction  
Student Services Directors  
Guidance Supervisors  
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