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MEMORANDUM

TO: Florida School District Superintendents
Directors, University Research Schools
President, Florida School for the Deaf and the Blind
Assistant Director for Education and Job Training, Department of Corrections
District Program Coordinators

FROM: Dr. Eric J. Smith

DATE: April 15, 2010

SUBJECT: **NOMINATION PACKETS FOR 2010 PRINCIPAL ACHIEVEMENT AWARD FOR OUTSTANDING LEADERSHIP AND THE OUTSTANDING ASSISTANT PRINCIPAL ACHIEVEMENT AWARD**

The Principal Achievement Award for Outstanding Leadership and the Outstanding Assistant Principal Achievement Award honor an elite group of school administrators for their exemplary contributions to Florida's students, schools, and communities. Through their innovative leadership and dedication to academic excellence, they have increased student and school performance and have established safe learning environments for our children. Recognizing individuals who make a difference in our schools is a priority for the Florida Department of Education and the State Board of Education, and we strongly encourage each district to participate in this prestigious recognition program.

The Nomination Packets may be obtained on our Web site at http://www.fldoe.org/profdev/cpaa.asp for the 2010 Principal Achievement Award for Outstanding Leadership and http://www.fldoe.org/profdev/coapa.asp for the 2010 Outstanding Assistant Principal Achievement Award. Please download the Nomination Packets, which include nomination forms and information regarding eligibility, selection criteria and procedures for designating district winners.

Each district may nominate only one principal and one assistant principal. The state winners of the 2010 Principal Achievement Award for Outstanding Leadership and the Outstanding Assistant Principal Achievement Award will be announced in the fall.

We have received requests for suggestions regarding how each district might select administrators to nominate for these awards. To that end, we polled past participants and have received the following procedures that may be useful to you in your decision-making process:

- Appoint a special district nominating committee to choose nominees or choose a slate of candidates from which the nominees are to be chosen at the district level
- Peer groups nominate administrators, possibly during a regularly-scheduled administrators' meeting
- Area Superintendents choose nominees or nominate candidates from which a district level committee chooses the final recipients

Thank you for your continued support of these programs. We look forward to receiving the nomination materials for your district nominees no later than **Tuesday, July 6, 2010**. If you have any questions, please feel free to contact Bonita Hampton at Bonita.Hampton@fldoe.org or (850) 245-0544.

EJS:bh

Attachments