

# FLORIDA DEPARTMENT OF EDUCATION



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DPS: 2013-81

## MEMORANDUM

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

**FROM:** Pam Stewart

**DATE:** September 20, 2013

**SUBJECT:** **Nomination Packets for 2013-2014 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 packet may be obtained on our website at <http://www.fldoe.org/profdev/cpaa.asp> for the 2013-2014 Principal Achievement Award for Outstanding Leadership and <http://www.fldoe.org/profdev/coapa.asp> for the 2013-2014 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.

Nomination Packets for 2013-2014 Outstanding Principal and  
Assistant Principal Achievement Awards  
September 20, 2013  
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Each district may nominate only one principal and one assistant principal. The state winners of the 2013-2014 Principal Achievement Award for Outstanding Leadership and the Outstanding Assistant Principal Achievement Award will be announced in the fall.

We strongly encourage each district to nominate administrators for these awards. As you consider nominations, please include high-performing, effective leaders from a variety of school environments. For example, leaders representing charter schools, Blue Ribbon schools, title one schools, and traditional public schools are eligible.

The suggestions below may assist you in identifying and selecting deserving candidates for these awards.

- Distribute nomination packets to leadership teams.
- Open the nomination process to other sources, i.e. colleagues, self, parents, community organizations and student government groups.
- 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.
- Select peer groups to nominate administrators, possibly during a regularly-scheduled administrators' meeting.
- Utilize area superintendents to choose nominees or nominate candidates from which a district-level committee chooses the final recipients.
- Nominate a school leader whose students have made remarkable achievements under unique or otherwise extraordinary circumstances.

Thank you for your continued support of these programs. We look forward to receiving the nomination materials for your district nominees no later than **Monday, October 28, 2013**. If you have any questions, please feel free to contact Bonita Hampton at [Bonita.Hampton@fldoe.org](mailto:Bonita.Hampton@fldoe.org) or 850-245-0544.

PS/bh