

FLORIDA DEPARTMENT OF EDUCATION



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Commissioner of Education



MEMORANDUM

DATE: January 15, 2004

TO: District School Superintendents

FROM: Jim Horne

SUBJECT: Implementation of Class Size Reduction Requirements/Revised Timeline and Format for Appeals

On January 6, 2004, a memorandum was sent to you with information on the process and timelines for submission of district appeals. I have received questions on this memorandum related to the January 19 holiday and the format for appeals. The following provides the responses to these questions.

Holiday

Due to the holiday in observance of Martin Luther King, Jr.'s birthday on January 19, the deadline for Class Size Reduction initial Non Data-Reporting Appeals has been changed to January 20, 2004. Please note that Interim Class Size Average Reports will be available on January 19, and Department staff will be available on January 19 to respond to any questions. The contact number is (850) 245-9912.

JEANINE BLOMBERG
ASSISTANT DEPUTY COMMISSIONER
ACCOUNTABILITY, RESEARCH, AND MEASUREMENT

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Format for Appeals

All non data-reporting appeals and data-reporting appeal letters with supporting documentation should be addressed to the Commissioner from the superintendent. Please send the letter and supporting documentation to the following address:

Jim Horne
Commissioner of Education
Florida Department of Education
325 West Gaines Street, Room 1502
Tallahassee, Florida 32399-0400
Attention: Jeanine Blomberg

Appeals may also be sent by email, although a paper copy of the appeal letter (either faxed or mailed) signed by the district superintendent must accompany each submission. The email address is Jeanine.Blomberg@fldoe.org, and the fax number is (850) 245-9613.

If you have additional questions regarding the implementation of the class size reduction requirements, please contact Jeanine Blomberg, Assistant Deputy Commissioner, Accountability, Research, and Measurement, at (850) 245-0437.

JH/jb