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MEMORANDUM

TO: District School Improvement Contacts and Title I Contacts

FROM: Nikolai Vitti, Deputy Chancellor

DATE: June 29, 2009

SUBJECT: **Reminder Annual Assurance of School Improvement Plans and School Advisory Council Composition due**

On May 15, 2009, the Department sent a memo regarding the Annual Assurance of School Improvement Plans and School Advisory Council Composition. In accordance with Section 1008.345(6)(c), Florida Statutes, districts must submit an assurance that the schools in the district are in compliance with School Improvement Plan requirements of s. 1001.42(18), F.S., and School Advisory Council compositions requirements of s. 1001.452, F.S.

The annual assurance reporting system is located online at: <http://www.flbsi.org/SIPAssurance/login.aspx>. The Department has extended the due date for this report until July 7, 2009. To ensure that districts receive lottery funding in a timely fashion, please log-in and complete your district's report as soon as possible. Passwords are not saved from the previous year, so districts will need to click on "New users register here" to create a log-in and password in order to submit a 2008-2009 report. The code that is requested is the same as your *User ID*.

Thank you for your prompt attention to this matter. If you have any questions, or if you need assistance with the online system, please contact Jessica Taylor, Program Director, at (850) 245-0504 or at jessica.taylor@fldoe.org.

NV/jt

Rev. 6/30/09

NIKOLAI VITTI, DEPUTY CHANCELLOR
SCHOOL IMPROVEMENT AND STUDENT ACHIEVEMENT

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