

**2011
Annual Assessment and
Accountability Meeting
September 7–8, 2011
RSVP Form**

- Print or type the names and titles of staff members who will attend. Be specific about the attendance dates for each participant by checking the appropriate boxes. If you have more than two attendees, you may send more than one form.
- Fax the completed form to Kira Sullivan at (850) 245-0781 or forward it via email to kira.sullivan@fldoe.org, **even if your district has no staff scheduled to attend.**
- Please respond no later than **August 19, 2011.**

District Name and Number: _____

No one from our district will be attending.

1. District Staff Member Attending:

Name

Title

Email Address

Personal Phone Number (required)*

Check all that apply:

**Wednesday, September 7
Assessment Meeting**

**Thursday, September 8
Accountability Meeting**

**Thursday, September 8
FATA Meeting**

2. District Staff Member Attending:

Name

Title

Email Address

Personal Phone Number (required)*

Check all that apply:

**Wednesday, September 7
Assessment Meeting**

**Thursday, September 8
Accountability Meeting**

**Thursday, September 8
FATA Meeting**

* Personal phone numbers will be kept confidential and will only be used to notify you of last-minute changes or cancellations if it becomes necessary. For example, if severe weather becomes an issue, we may need to reach you as quickly as possible; your office might not be the best place to contact you at that point.