

# FLORIDA DEPARTMENT OF EDUCATION



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February 27, 2012

## MEMORANDUM

**TO:** Adult Education Deans and Directors in School Districts and Florida Colleges  
Adult Education Community-Based Organizations

**FROM:** Kathleen Taylor, Interim Chancellor   
Division of Career and Adult Education

**SUBJECT:** Adult Education Deans and Directors Meeting

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Please save the date for the Adult Education Deans and Directors meeting to be held at Mid-Florida Tech on April 18, 2012, from 1:00 PM to 5:00 PM.

Information, including the meeting room and agenda, will be sent to you as soon as all plans are finalized. If you will need hotel accommodations for either April 17<sup>th</sup> or April 18<sup>th</sup> please contact Marsan Carr at [factexec@facte.org](mailto:factexec@facte.org).

If you have any questions concerning this meeting, please contact Zelda Rogers at 850-245-9906 or at [Zelda.Rogers@fldoe.org](mailto:Zelda.Rogers@fldoe.org).

Thank you.

KT/zrl