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October 29, 2010

MEMORANDUM

TO: Technical Center Directors

FROM: Loretta Costin, Chancellor, Division of Career and Adult Education

SUBJECT: COE Matrix New Layout

In order to ensure the COE (Council on Occupational Education) Matrix is a user-friendly document, we have made improvements in the layout and file format. This new layout should make it much easier to locate information about the programs you currently offer as well as make it a 508-compliant document for publishing on the Florida Department of Education (DOE) Website. We will continue to process your submitted changes monthly; however, we will not e-mail it to you. We will, instead, publish it directly to our website. At the first of the month when a change has occurred, notification will be sent out statewide via the Weekly Web Update e-mail.

Darl Walker is no longer our contact for the COE Matrix. Please address your questions to Belinda Chason, Interim Director, Career and Technical Education Programs at Belinda.Chason@fldoe.org or 850-245-9020. Belinda will also be your point of contact for changes, additions or deletions.

Thank you.

LC/bcj

Attachment