

# FLORIDA DEPARTMENT OF EDUCATION



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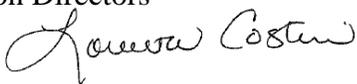
Loretta Costin, Interim Chancellor  
Division of Career and Adult Education



April 20, 2010

## MEMORANDUM

TO: Adult Education Directors

FROM: Loretta Costin 

SUBJECT: Data Resources for Adult Education Administrators

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As many of you are aware, we have made significant progress in improving our adult education data and reporting systems, but there is more to do to ensure continued improvement and enhance the capabilities of state supervisors, local administrators, and teachers in the use of data for program improvement and progress monitoring. To this end, the Accountability Committee will be meeting on Wednesday, April 28 to develop a data tool kit for districts and colleges.

To support this effort, we request that you send to the Bureau of Budget, Accountability, and Assessment, examples of reports you produce locally that provide opportunities for stakeholders to view progress, determine quality, and make corrections of data. Copies of these report examples will be made available to the Accountability Committee, and they will pull from them ideas and best practices for the tool kit. Some of the reports might generate ideas for new FDOE reports for state-level supervision and program improvement efforts.

Please send examples electronically to Craig Winger ([craig.winger@fldoe.org](mailto:craig.winger@fldoe.org)) or Fax to 850-245-9065 with any explanation necessary to implement the resource. We appreciate your support and participation in creating a high-quality data system for Adult Education in Florida.

LC/w