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MEMORANDUM

TO: Florida College System Adult Education Directors
District Adult Education Directors
Adult Education Community Based Organizations
District Career and Technical Education Directors
District Technical College Directors

FROM: Henry Mack

DATE: August 6, 2021

SUBJECT: **Adults with Disabilities Needs Assessment Survey**

The Florida Department of Education's Division of Career, Technical and Adult Education is conducting a needs assessment survey focused on the specific topic of serving adults with disabilities. This needs assessment survey should be completed by Adult Education, Career and Technical Education and Community Based Organizational directors, administrators or their designees.

The needs assessment survey is intended to collect updated contact information for each agency and the designated disabilities coordinator. Information on student demographics, assessment tools, referral types, support services and professional development needs are also included. Finally, there is an opportunity to provide feedback on how the Department of Education can support all stakeholders, including students. It also includes an invitation to participate in an informal advisory group.

Attached is a PDF copy of the survey questions to be entered into the link below. Please do not complete the PDF document; enter all responses using the following link: <https://forms.office.com/r/tZRX7mGxFz>

Please complete the Adults with Disabilities Needs Assessment survey and submit your responses by August 20, 2021.

If you have questions, please contact Jane Greenfield at Jane.Greenfield@fldoe.org or call 850-245-6469.

HM/jg

cc: Robert Doyle, Executive Director, Division of Blind Services
Allison Flanagan, Executive Director, Division of Vocational Rehabilitation

Henry Mack
Chancellor of Career and Adult Education