



Office of

MAGNET, CHOICE & CHARTER SCHOOLS

A Division of Polk County Public Schools

Polk County Public Schools

Memorandum

To: Charter School Directors
From: Stevii Hoggatt, Clerk Specialist, Office of Magnet, Choice and Charter Schools
Date: August 2011
Re: 2011-2012 Survey 8 Staff Data Report

P.O. Box 391
Bartow, Florida 33831

1915 South Floral Avenue
Bartow, Florida 33830

Phone 863-534-0631
Fax 863-534-0097

Carolyn Bridges
Senior Director

Brian Warren
Senior Coordinator

Carla McMullen
School Choice Specialist

Stevii Hoggatt
Clerk Specialist

Sylvia Williams
Student Assignment Specialist

Janet Cameron
Student Data Entry Clerk

Dorothy White
Secretary

Please Read Carefully!!!

Survey 8 requires the reporting of staff data information for instructional staff to be used in the Progress Monitoring and Reporting Network (PMRN).

Survey 8 requires the charter school to report the following information for INSTRUCTIONAL staff:

- District Number
- Social Security Number
- Fiscal Year
- School Number, Primary Home
- Employee Name, Legal
- Exempt from Public Records Law, Employee

The deadline for submission of the Survey 8 report is **Thursday, August 25, 2011**. This will give Human Resources about 2 weeks to process all reports and enter the data into SAP, so we would greatly appreciate any early submissions.

Since all of the above information will be reported in Survey 5, charter schools only need to update information if there are changes to new employees or terminated employees since Survey 5.

In the event that you have such changes, we request that you submit a Personnel Action Form (PAF) or similar form used by your school and include the changed information within 10 days of the action occurring.

You can obtain a copy of the PAF on our website under Human Resource Services at:
<http://www.polk-fl.net/districtinfo/departments/schoolbased/schoolchoice/charteroperators.htm>



The Mission of Polk County Public Schools is to ensure rigorous, relevant learning experiences that result in high achievement for our students.