



# SCHOOL BOARD OF POLK COUNTY

P.O. BOX 391  
BARTOW, FLORIDA 33831

1915 SOUTH FLORAL AVENUE  
BARTOW, FLORIDA 33830

(863) 534-0500 • SUNCOM 515-1321

April 9, 2010

## Board Members

BOARD CHAIR  
KAY FIELDS  
DISTRICT 5

FRANK J. O'REILLY  
DISTRICT 1

LORI CUNNINGHAM  
DISTRICT 2

HAZEL SELLERS  
DISTRICT 3

DICK MULLENAX  
DISTRICT 4

MARGARET A. LOFTON  
DISTRICT 6

TIM HARRIS  
DISTRICT 7

C. WESLEY BRIDGES, II  
General Counsel

## Administration

GAIL F. MCKINZIE, Ph.D.  
Superintendent

**HRS #10-018**

Contact: Linda Searcy, SPHR  
Director of Personnel  
534-0532 / 51351

## MEMORANDUM

**TO: Principals, Assistant Principals, and Principals' Secretaries**

**FROM: Ron Ciranna, J.D., Assistant Superintendent  
Human Resource Services**

**SUBJECT: State Mandated Teacher Exit Interviews**

The state of Florida requires that we collect data from teachers who leave their District classroom teaching position for any reason. The vehicle for this data collection is a District created Exit Survey. Teachers transferring within the District are not required to complete this form.

The Exit Survey is to be completed online and can be accessed by the teacher at:

<http://exit.polk-fl.net>

Detailed instructions are included at the site.

Once the survey is finished, the teacher is to do the following:

- Click the FINISH button
- Print, sign, and date the resulting receipt
- Submit the signed receipt to his/her administrator to document completion of the DOE mandated Teacher Exit Interview

Principals, please keep the signed receipt on file at the work site along with other sign-out documents.

c: Dr. Sherrie Nickell  
Dr. Bruce Tonjes  
Senior Directors