



Principal Change Verification

[District]
[School Name]

Due no later than 10 days prior to the proposed principal hire date

Principal Change Verification

Purpose

The change of a turnaround principal constitutes a material change to the district's approved Turnaround Option Plan (TOP). As a result, the district must receive written approval from the Department to place a principal at a Tier 2 or 3 school, regardless of whether or not the principal will be employed by the school district, charter school operator or external operator/outside entity (EO). The purpose of this document is for a district to request a principal change for a Tier 2 or 3 school. This ensures that the principal or leader at a charter school has a proven record of success and the qualifications to support the student population being served or a principal at a district-managed turnaround or external operator/outside entity with a successful record in leading a turnaround school and the qualifications to support the student population being served.

Directions

Districts shall complete this form when there is a proposed principal change at a Tier 2 or 3 school. This completed form, signed by the superintendent or authorized representative, and the proposed principal's resume must be emailed to the Regional Executive Director (RED) and BSI@fldoe.org, no later than 10 days prior to the proposed principal hire date. The department will respond within 5 business days of receipt of a completed form. The subject line of the email must include district name, school name and Principal Change Verification.

School

In the box below, identify the name and MSID number of the school that will be supported through the TOP.

School Name/ MSID Number

Principal Assurance

The district agreed in their state board-approved TOP to the following assurance:

Assurance 2: School Capacity-Leaders and Educators

- The district shall ensure the principal in a DMT or EO/outside entity school has a successful record in leading a turnaround school and the qualifications to support the student population being served.
- The district shall ensure the principal or leader in the Charter School TOP has a proven record of success and the qualifications to support the student population being served.

In the box below, the district must provide information about its systems to ensure the school has an effective administrator capable of leading the turnaround efforts, including desired experience and competencies, recruitment and retention incentives and operational flexibility. At a minimum, reply to the following:

1. Explain the rationale for replacing the principal.

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2. Provide the principal's name and proposed start date, selection process and leadership experience.
3. Provide evidence that indicates the principal or leader has a proven record of success (for Charter School TOPs) or has a successful record of leading a turnaround school (for DMT and EO/outside entity schools) and the qualifications to support the community served.
4. What operational flexibility will be afforded to the principal, such as the degree of input in selecting their school leadership team and instructional staff?
5. What actions will the district and, if applicable, the charter or EO/outside entity, take regarding the school leadership team if the school's grade does not improve?

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Acknowledgment

The district verifies the information in this form and confirms that they have collaborated with the school and the RED.

Name and title of person responsible for completion and submission of Principal Change Verification
Contact information: email, phone number
Date submitted to the RED and the Bureau of School Improvement (due 10 days prior to the proposed hire date)
Superintendent signature (or authorized representative)