

MEMORANDUM

October 23, 2003
M373/03-04
305 995-1721

TO: All Principals

FROM: Brucie Ball, Assistant Superintendent
Office of Exceptional Student Education and Student/Career Services

SUBJECT: **MATRIX OF SERVICES WORKSHOPS**

During the 2003-2004 school year, there will be several Matrix of Services workshops available, (refer to the attached schedule). These workshops should be attended by:

- All ESE Teachers who are new to M-DCPS and have not had training on the Matrix of Services form.
- All ESE Teachers who have not been previously trained in completing a Matrix of Services form.

The Office of Exceptional Student Education and Student/Career Services will provide temporary instructor/substitute funding for schools sending pairs of teachers (one teacher to an AM session and one teacher to a PM session) on the same day. This arrangement is necessary in order to provide a full-day temporary instructor/substitute to the sending school for each pair of teachers.

Registration is required and must be completed on-line at <http://campus.dadeschools.net>. Please make sure you enter an e-mail address in your profile, as you will receive registration confirmation via e-mail within 48-hours. If you have any further questions regarding this training, contact Mr. Gary Magnus, Curriculum Support Specialist, FDLRS-South at 305 274-3501, ext. 145 or email: gmagnus@dadeschools.net. For questions regarding registration, contact Ms. Magali Sprague, Secretary, FDLRS-South at 305 274-3501, ext. 139.

BB:af
Attachment

xc: Ms. Mercedes Toural
Mr. Ronald K. Felton
Ms. Willa S. Young
ACCESS Center Assistant Superintendents
ACCESS Center Directors
ESE Administrative Directors
ESE Executive Directors
ESE District Supervisors
Lead Staffing Specialists
Mr. Gary Magnus
Ms. Magali Sprague

Miami-Dade County Public Schools
Office of Exceptional Student Education and Student/Career Services

MATRIX OF SERVICES WORKSHOPS 2003-2004
(Two Separate Sessions, 3 Master Plan Points)

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| November 7, 2003 | 8:30 am – 11:30 am or 1:00 pm – 4:00 pm Location: FDLRS-South, 5555 S.W. 93 Avenue |
| November 24, 2003 | 8:30 am – 11:30 am or 1:00 pm – 4:00 pm Location: Family Central Inc., 15910 NW 57th Avenue |
| December 5, 2003 | 8:30 am – 11:30 am or 1:00 pm – 4:00 pm Location: Family Central Inc., 15910 NW 57th Avenue |
| January 13, 2004 | 8:30 am – 11:30 am or 1:00 pm – 4:00 pm Location: FDLRS-South, 5555 S.W. 93 Avenue |
| January 29, 2004 | 8:30 am – 11:30 am or 1:00 pm – 4:00 pm Location: Family Central Inc., 15910 NW 57th Avenue |
| April 26, 2004 | 8:30 am – 11:30 am or 1:00 pm – 4:00 pm Location: Family Central Inc., 15910 NW 57th Avenue |
| May 19, 2004 | 8:30 am – 11:30 am or 1:00 pm – 4:00 pm Location: Family Central Inc., 15910 NW 57th Avenue |