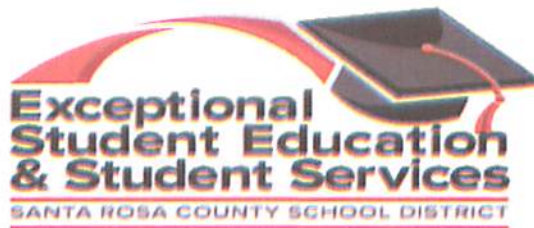


Debbie S. Anderson
Director
Exceptional Student Education



"Designing Innovative Pathways to Success"

Deborah D. Ray
Deputy Director
Exceptional Student Education

RECEIVED

FEB 26 2016

SRCSO HRO

February 16, 2016

Mr. Tim Wyrosdick
Superintendent
Santa Rosa District School
5086 Canal Street
Milton, Florida 32570

Dear Mr. Wyrosdick and School Board Members,

Due to an extensive amount of traveling by the employees listed below, we request your approval for an increase in their maximum travel cap amount for In-County travel. This request is for the remainder of the 2015-2016 school year for the amounts indicated below. These individuals travel to various school sites throughout the year.

Janine Lockman – increase \$1,500.00
Anna Medina – increase \$1,500.00
Jackie Jones – increase \$1,000.00
Desi Lee – increase \$1,000.00
Gary Mitchell – increase \$1,000.00
Celeste Rivenbark – increase \$1,000.00
C. Michelle Seal – increase \$1,500.00
Nancy Virgilio – increase \$500.00

Your consideration of this request is greatly appreciated.

Respectfully,

Debbie S. Anderson
Director, Exceptional Student Education