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**MEMORANDUM**

**TO:** District School Superintendents  
District School Facilities Directors

**FROM:** Suzanne Pridgeon

**DATE:** February 28, 2020

**SUBJECT:** Annual Certification of Facilities Data

Section 1013.31(1)(e), Florida Statutes, states, in part, "School districts shall periodically update their inventory of educational facilities." Section 6.1(5)(c), *State Requirements for Educational Facilities 2014*, requires that "prior to April 1 of each year, each district shall review the Florida Inventory of School Houses (FISH) and shall certify to the Office [of Educational Facilities] that the inventory is current and accurate."

Accurate facilities data is essential for school districts to meet class size requirements and assist with determining maintenance needs.

Please return the attached form, signed by the appropriate officials, prior to April 1, 2020. The district superintendent, board chair and director of facilities planning must each sign the certification.

If you have any questions concerning the process or inventory, please contact Violet Brown at [violet.brown@fldoe.org](mailto:violet.brown@fldoe.org) or 850-245-9232.

Thank you for your assistance in this matter.

VB/ss

Attachment

cc: Mark Eggers, Assistant Deputy Commissioner  
David Thayer, Director, Office of Educational Facilities  
Violet Brown, Senior Educational Program Director

Suzanne Pridgeon  
Deputy Commissioner, Finance and Operations