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**General Director  
Exceptional Student Education**  
Maryann Parks

April 19, 2016

Dear Private School Administrator:

Hillsborough County Public Schools will provide indirect services to private schools in the form of a Summer Institute for private school personnel who work with students with disabilities. This Summer Institute will offer two full days of training activities related to educating students with disabilities. Hillsborough County Public Schools will provide stipends of twelve dollars per hour to private school staff who attend both full days of the workshop.

The 2016 Summer Institute for private school personnel will be held at:

Spoto High School  
8538 Eagle Palm Drive  
Riverview, FL 33578

Dates	Times
Tuesday, June 21, 2016	8:00-4:00 (with 1 hour lunch on your own)
Wednesday, June 22, 2016	8:00-4:00 (with 1 hour lunch on your own)

As part of our district agreement, the Summer Institute is only open to staff providing services to students with disabilities. Please complete the attached verification form with up to five qualifying staff members and your signature. This form must be received by May 1, 2016. Please submit to:

Sandra Marra: PPPSS  
Velasco Student Services Center  
1202 E. Palm Ave.  
Tampa, Fl. 33605  
[sandra.marra@sdhc.k12.fl.us](mailto:sandra.marra@sdhc.k12.fl.us) / FAX: 813-273-7340

If you have further questions, please contact Sandra Marra, District Resource Teacher, Parentally Placed Private School Students with Disabilities, at (813) 273-7019.

Thank you for your continued cooperation.

Sincerely,

Maryann Parks, General Director  
Department of Exceptional Student Education

## 2016 PPPSS Qualified Participant Verification Form

<b>School Name:</b>	
<b>Administrator Name:</b>	
<b>Position:</b>	

As part of our district agreement, the PPPSS Summer Institute is only open to staff instructing or supporting students with disabilities. A verification sheet is requested from administrators.

Please provide the names of up to five staff members at your school site who work with students with disabilities and would like to attend the 2016 PPPSS Summer Institute.

	Last Name	First Name	Position	Phone #	Email address
1					
2					
3					
4					
5					

By signing this form I am verifying that the above listed staff members work with students with disabilities at my school site.

\_\_\_\_\_ (required signature)

Please submit to:

Sandra Marra: PPPSS  
 Velasco Student Services Center  
 1202 E. Palm Ave.  
 Tampa, FL 33605  
[sandra.marra@sdhc.k12.fl.us](mailto:sandra.marra@sdhc.k12.fl.us)  
 FAX: 813-273-7340

Questions:  
 Sandra Marra  
 District Resource Teacher  
 Parentally Placed Private School Students  
 with Disabilities  
 (813) 273-7019

This form must be received by  
**May 1, 2016**