



**DISTRICT/SCHOOL  
OPERATIONS**

**ELECTRONIC STAFF  
REFERENCE GUIDE**

**2009-2010**

# **Miami-Dade County Public Schools**

## **The School Board of Miami-Dade County, Florida**

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**DISTRICT/SCHOOL OPERATIONS  
ELECTRONIC STAFF  
REFERENCE GUIDE**

**2009-2010**

**Mr. Freddie Woodson**  
*Deputy Superintendent*  
*District/School Operations*

**Miami-Dade County Public Schools**  
**1450 NE Second Avenue**  
**Miami, Florida 33132**

## PREFACE

This guide has been established to provide administrators with a user-friendly method of obtaining pertinent information necessary to ensure compliance with policies, procedures, board rules and contractual issues throughout the year.

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## A. DISTRICT OFFICES DEPARTMENT LISTINGS

### Department Listings



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|    | <a href="#">5000 Role Models</a><br>SBAB 227                                       | 305-995-2451<br>Fax: 305-995-2455            |
|   | ABC - Attendance Boundary Committee<br>Annex 216                                   | 305-995-2687                                 |
|    | <a href="#">Accountability &amp; Systemwide Performance</a><br>SBAB 802            | 305-995-3066<br>Fax: 305-995-7592            |
|   | Accounting<br>SBAB 664   | 305-995-2001<br>Fax: 305-995-1640            |
|   | Accounts Payable<br>SBAB 602   | 305-995-1619<br>Fax: 305-995-2065            |
|   | Academy for Community Education<br>39 Zamora Ave.,<br>Coral Gables, FL 33134       | 305-460-2946<br>Fax: 305-460-2944            |
|    | <a href="#">ADA Compliance</a><br>12525 NW 28th Ave., Suite 508<br>Miami, FL 33167 | 305-995-4650<br>Fax: 305-995-4620            |
|   | Adaptive P.E.<br>Annex 316-E   | 305-995-1967<br>Fax: 305-995-1506            |
|   | Administrative/Professional & Technical Staffing<br>Annex 144                      | 305-995-7457<br>Fax: 305-995-7065            |
|   | Adolescent Outreach Program<br>3400 N.W. 87 St                                     | 305-696-8682<br>Fax: 305-696-8766            |
|  | <a href="#">Adult General Education</a><br>Annex 325                               | 305-995-1865<br>Fax: 305-995-2012            |
|  | <a href="#">Adult/Vocational Edu./EdWorks</a><br>Offsite - MLEC                    | 305-558-8000<br>Fax: 305-820-7158            |
|  | <a href="#">Adult/Vocational and Alt. Edu.</a><br>SBAB 801                         | 305-995-1815<br>Fax: 305-995-1896            |
|  | <a href="#">Advance Planning (Facilities)</a><br>SBAB 569                          | 305-995-4840<br>Fax: 305-995-4761            |
|  | <a href="#">Advanced Academic Programs</a><br>Annex 235                            | 305-995-1934<br>Fax: 305-995-7690            |
|   | AFSCME Local #1184<br>99 NW 183 Street, Suite 111                                  | 305-651-6617                                 |
|  | <a href="#">After-School Care</a><br>18180 SW 122 Avenue                           | 305-253-9920 ext.: 2194<br>Fax: 305-251-3392 |
|   | AgriBusiness<br>SBAB 819   | 305-995-7599                                 |

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|    | <a href="#">Alternative Education</a><br>SBAB 760                                   | 305-995-1270<br>Fax: 305-995-2399 |
|   | American Red Cross Blood Drive<br>SBAB 726-A  | 305-995-1300<br>Fax: 305-995-1221 |
|   | Applied Technology<br>SBAB 818  | 305-995-1854                      |
|   | Architect & Engineer (A/E) Selection Negotiations and Design Management<br>SBAB 305 | 305-995-4500<br>Fax: 305-995-2050 |
|   | Architectural Support Services<br>12525 NW 28 Avenue                                | 305-995-4780<br>Fax: 305-995-4740 |
|   | Area Center for Ed. Enhancement<br>Annex 225  | 305-995-1586<br>Fax: 305-995-2425 |
|   | Art Education<br>Annex 317  | 305-995-1969                      |
|    | <a href="#">Asbestos Management</a><br>12525 NW 28 Avenue, Suite 201                | 305-995-4595<br>Fax: 305-995-4980 |
|    | <a href="#">Assessment, Research, and Data Analysis</a><br>Annex 225                | 305-995-7512<br>Fax: 305-995-7420 |
|    | <a href="#">Assistive Technology</a><br>5555 SW 93 Avenue                           | 305-274-3501<br>Fax: 305-598-7752 |
|   | Athletics and Activities<br>Annex 343   | 305-995-1250<br>Fax: 305-995-2366 |
|   | Attendance Boundary Committee (ABC)<br>Annex 216                                    | 305-995-2687                      |
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|  | <a href="#">Attorney's Office</a><br>SBAB 400                                       | 305-995-1304<br>Fax: 305-995-1412 |
|   | Audio Visual Film & Video Library<br>7003 S.W. 4 St                                 | 786-275-0800<br>Fax: 786-275-0838 |
|   | Audio Visual Maintenance<br>2950 N.W. 43 Terrace                                    | 305-995-4030                      |
|  | <a href="#">Auditors (Audits &amp; Reports)</a><br>SBAB 415                         | 305-995-1318                      |
|   | Bank Reconciliation<br>SBAB 650   | 305-995-1671<br>Fax: 305-995-2621 |
|   | Bicycle Safety<br>Annex 317   | 305-995-1986                      |
|   | Bid Information<br>SBAB 351   | 305-995-1375                      |
|   | Bid Information (Construction)<br>Parking Lot #3, P-103                             | 305-995-4540<br>Fax: 305-995-4533 |

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|   | Bilingual Training (META)<br>Annex 324   | 305-995-7430<br>Fax: 305-995-1936 |
|   | Biscayne Nature Center for Environmental Education<br>6767 Crandon Blvd., Key Biscayne             | 305-361-6767<br>Fax: 305-361-7061 |
|   | Black Archives<br>5400 N.W. 22 Avenue  | 305-636-2390<br>Fax: 305-636-2391 |
|   | Board Clerk (School Board Rules)<br>SBAB 268B  | 305-995-1440<br>Fax: 305-995-1448 |
|    | <a href="#">Board Members</a><br>SBAB 700  | 305-995-1334<br>Fax: 305-995-1572 |
|   | Board Secretary<br>SBAB 924  | 305-995-1453                      |
|   | Budget Management<br>SBAB 460  | 305-995-1227<br>Fax: 305-995-1483 |
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|    | <a href="#">Business Development &amp; Assistance</a><br>SBAB 456                                  | 305-995-1494<br>Fax: 305-995-1535 |
|   | Business Operations Performance Improvement<br>1500 Biscayne Blvd. 225                             | 305-995-2562<br>Fax: 305-995-1261 |
|    | <a href="#">Business Technology Education</a><br>SBAB 817  | 305-995-1847<br>Fax: 305-995-1896 |
|   | CAP - College Assistance Program<br>Annex 341  | 305-995-1743<br>Fax: 305-995-7336 |
|   | Capital Construction Budgets & Controls<br>P104B   | 305-995-1165<br>Fax: 305-995-4741 |
|   | Capital Construction Compliance<br>155 NE 15 St., Room 103P  | 305-995-4755<br>Fax: 305-995-4890 |
|   | Capital Improvement Projects (District)<br>SBAB 300  | 305-995-4502<br>Fax: 305-995-4678 |
|   | Capital Improvement Projects (North)<br>Region Centers I - III<br>SBAB 322                         | 305-995-4896<br>Fax: 305-995-4545 |
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|   | Career Awareness Labs/Comet<br>SBAB 274  | 305-995-1772                      |
|  | <a href="#">Center for Professional Learning</a><br>1080 La Baron Drive<br>Miami Springs, FL 33166 | 305-887-2002<br>Fax: 305-884-8142 |
|  | <a href="#">Certification</a><br>Annex 137   | 305-995-7200                      |
|  | <a href="#">Certification</a><br>Tallahassee   | 1-800-445-6739                    |








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|    | <a href="#">Channel 17</a><br>ABM   | 305-995-1717<br>Fax: 305-995-2299          |
|    | <a href="#">Charter Schools</a><br>2800 Biscayne Blvd., Suite 900               | 305-438-2220<br>Fax: 305-572-1500          |
|   | Check Distribution<br>SBAB 615  | 305-995-1623                               |
|   | Chief Spokesperson<br>SBAB 250  | 305-995-4638<br>Fax: 305-995-1251          |
|   | Child Abuse<br>Annex 315  | 305-995-2710<br>Fax: 305-995-7655          |
|    | <a href="#">Child Abuse Registry</a><br>Tallahassee                             | 1-800-96-ABUSE                             |
|   | Child Find<br>5555 S.W. 93 Avenue   | 305-274-3501<br>Fax: 305-598-7752          |
|    | <a href="#">Citizen Information Center</a><br>SBAB 158                          | 305-995-1128<br>Fax: 305-995-1151          |
|    | <a href="#">Civilian Investigative Unit</a><br>1500 Biscayne Blvd., Suite #127T | 305-995-1269<br>Fax: 305- 523-0010         |
|    | <a href="#">Civil Rights Compliance, Office of</a><br>Annex 234                 | 305 995-1580<br>Fax: 305 995-2047          |
|    | <a href="#">Communications</a><br>SBAB 548                                      | 305-995-1550<br>305-371-3123               |
|   | <a href="#">Community Education Programs</a><br>18180 SW 122 Avenue             | 305-253-9920 ext:2194<br>Fax: 305-251-3392 |
|  | <a href="#">Community Services, Office of</a><br>SBAB 202                       | 305-995-1265<br>Fax: 305-995-2888          |
|  | <a href="#">Compensation Administration</a><br>Annex 143                        | 305-995-7040<br>Fax: 305-995-7045          |
|  | <a href="#">Comprehensive Health Services</a><br>Annex 216                      | 305-995-1235<br>Fax: 305-995-2720          |
|   | Computer Operations (ITS)<br>13135 SW 26 St                                     | 305-995-3766<br>Fax: 305-995-3749          |
|   | Construction Information<br>(Regions I - III)<br>SBAB 322                       | 305-995-4896<br>Fax: 305-995-4545          |
|   | Construction Information<br>( Regions IV- V)<br>SBAB 322                        | 305-995-4606<br>Fax: 305-995-4545          |
|   | Construction Management<br>SBAB 322   | 305-995-2860<br>Fax: 305-995-4548          |
|   | Contract Management<br>Parking Lot #3, 103                                      | 305-995-4540<br>Fax: 305-995-4533          |
|   | Contracted Programs<br>SBAB 653   | 305-995-2089<br>Fax: 305-995-2274          |
|  | <a href="#">Contractor Prequalification</a><br>SBAB 226                         | 305-995-1420<br>Fax: 305-995-4248          |



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|   | Counselors<br>Annex 341  | 305-995-7338                      |
|   | Credit Card Programs<br>SBAB 655   | 305-995-2069<br>Fax: 305-995-1357 |
|    | <a href="#">Credit Union - Main Branch</a><br>7800 S.W. 117 Avenue   | 305-270-5200                      |
|   | Miami - 1444 Biscayne Blvd.  | 305-379-0621                      |
|   | Miami Lakes - 5890 NW 158 St   | 305-556-4311                      |
|   | Homestead - 16460 SW 304 St  | 305-248-8006                      |
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|   | Dade Partners<br>SBAB 726-A  | 305-995-1215<br>Fax: 305-995-1209 |
|   | Dance Department<br>Annex 317  | 305-995-1930                      |
|   | Data Quality Management<br>Annex 225   | 305-995-7512<br>Fax: 305-995-7420 |
|  | <a href="#">DCSAA - Dade County School Administrators Association</a><br>1844 Nob Hill Road #427<br>Plantation, FL 33322 | 305-477-7796<br>Fax: 305-477-7764 |
|  | <a href="#">Design and Construction</a><br>SBAB 322  | 305-995-1432<br>Fax: 305-995-4545 |
|  | <a href="#">Dial-A-Teacher</a><br>ABM  | 305-995-1600                      |
|  | <a href="#">District Inspections, Operations, and Emergency Management (DIEOM)</a><br>SBAB 549                           | 305-995-1550<br>305-371-3123      |
|  | <a href="#">Diversity Compliance</a><br>1500 Biscayne Blvd, Suite 234  | 305-995-2048<br>Fax: 305-523-0160 |
|  | <a href="#">Division of Business Development &amp; Assistance</a><br>Annex 128   | 305-995-1494<br>Fax: 305-995-1535 |
|   | Division of General Accounting<br>SBAB 664   | 305-995-2001<br>Fax: 305-995-2891 |
|   | Document Control<br>Parking Garage   | 305-995-4683<br>Fax: 305-995-4730 |
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|   | Drivers Education<br>Annex 317   | 305-995-1986                      |
|   | Drivers License Reinstatement<br>489 East Drive  | 305-883-5323<br>Fax: 305-883-0430 |

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|   | Dropout Prevention<br>Annex 325   | 305-995-1737<br>Fax: 305-995-1482 |
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|   | Early Childhood Programs<br>Annex 335   | 305-995-7632<br>Fax: 305-995-7650 |
|    | <a href="#">Education Fund, The</a><br>900 NE 125 St.   | 305-892-5099<br>Fax: 305-892-5096 |
|    | <a href="#">Educational Alternative Outreach Program</a><br>5120 N.W. 24 Avenue, Building 3     | 305-636-6160                      |
|    | <a href="#">Educational Facilities Code Compliance</a><br>12525 NW 28 Avenue, Suite 511         | 305-995-4780<br>Fax: 305-995-4740 |
|    | <a href="#">Employee Assistance Program</a><br>Annex 114  | 305-995-7111<br>Fax: 305-995-7117 |
|   | Employee Records<br>Annex 141   | 305-995-7212<br>Fax: 305-995-7215 |
|    | <a href="#">Energy Management</a><br>SBAB 548   | 305-995-1550<br>Fax: 305-371-3123 |
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|    | <a href="#">Evaluation - Office of Program Evaluation</a><br>Annex 225                          | 305-995-7501<br>Fax: 305-995-7571 |
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|  | <a href="#">Facilities Planning &amp; Standards</a><br>SBAB 208                                 | 305-995-4575<br>Fax: 305-995-4770 |
|  | <a href="#">Facilities ADA Compliance</a><br>12525 NW 28 Avenue, Suite 508                      | 305-995-4650<br>Fax: 305-995-4623 |
|   | Family and Children's Development Center<br>1025 SW 84 St                                       | 305-270-2932<br>Fax: 305-273-6929 |
|  | <a href="#">Family &amp; Consumer Sciences Education</a><br>SBAB 821                            | 305-995-1881<br>Fax: 305-995-1896 |
|  | <a href="#">Financial Operations</a><br>SBAB 456  | 305-995-2643<br>Fax: 305-995-4762 |
|   | Fingerprinting<br>Annex 115   | 305-995-7472<br>Fax: 305-995-7470 |
|  | <a href="#">Florida Diagnostic &amp; Learning Resources System (FDLRS)</a><br>5555 SW 93 Avenue | 305-274-3501<br>Fax: 305-598-7752 |
|  | <a href="#">Florida Home Education Program</a>  | 305-883-5310                      |

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|   | 489 East Drive  |                                   |
|   | Florida Inventory of School Houses (FISH)<br>Mail Code: 9217<br>155 NE 15th Street<br>Miami, FL 33132   | 305-995-4554<br>Fax: 305-995-4717 |
|    | <a href="#">Food and Nutrition</a><br>7042 West Flagler St  | 786-275-0400<br>Fax: 786-275-0841 |
|   | Food Service Accounting<br>SBAB 652   | 305-995-2014<br>Fax: 305-995-2090 |
|   | Foreign Language<br>Annex 324   | 305-995-1961<br>Fax: 305-995-1936 |
|    | <a href="#">Foreign Records/Student Visa Department</a><br>489 East Drive                               | 305-882-1887<br>Fax: 305-887-8423 |
|   | Forgiveness Program<br>Annex 221  | 305-995-7452<br>Fax: 305-995-7401 |
|    | <a href="#">Forms Management</a><br>SBAB 657  | 305-995-2062<br>Fax: 305-995-1361 |
|   | Fringe Benefits<br>Annex 127-S  | 305-995-7130<br>Fax: 305-995-1425 |
|    | <a href="#">FTE - Full Time Equivalency</a><br>1080 LaBaron Drive                                       | 305-883-5648                      |
|    | <a href="#">Full Service Schools/Student Services</a><br>Annex 216                                      | 305-995-4749<br>Fax: 305-995-7305 |
|   | <a href="#">Furniture, Fixtures &amp; Equipment - FF&amp;E</a><br>12525 NW 28 Avenue<br>Miami, FL 33167 | 305-995-7705<br>Fax: 305-995-7793 |
|   | GED<br>SBAB 814   | 305-995-2811<br>Fax: 305-995-1896 |
|   | Lindsey Hopkins   | 305-324-6070                      |
|   | Miami Lakes   | 305-557-1100                      |
|   | Robert Morgan   | 305-253-9920                      |
|   | Governmental Affairs and Land Use<br>SBAB 525   | 305-995-7285<br>Fax: 305-995-4760 |
|  | <a href="#">Grants Administration</a><br>Annex 239  | 305-995-1706<br>Fax: 305-995-1514 |
|  | <a href="#">Graphics and Materials Production</a><br>SBAB 150   | 305-995-1138<br>Fax: 305-995-1135 |
|  | <a href="#">Greater Miami Athletic Conference</a><br>Annex 343  | 305-995-1250<br>Fax: 305-995-7574 |
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|   | Haitian Affairs (Translations Services)<br>SBAB 250   | 305-995-2192<br>Fax: 305-995-1251 |
|   | Head Start Programs   | 305-347-4622                      |

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|   | 395 NW 1 St  | Fax: 305-372-7623  |
|    | <a href="#">Health Science Education</a><br>SBAB 816                       | 305-995-1832<br>Fax: 305-995-1896                          |
|   | High Schools That Work<br>Annex 225  | 305-995-2753<br>Fax: 305-995-2750                          |
|   | HIPPY Program<br>SBAB 500  | 305-995-1502<br>Fax: 305-995-1597                          |
|   | Hispanic Affairs (Translation Services)<br>SBAB 250                        | 305-995-1189<br>Fax: 305-995-1251                          |
|    | <a href="#">HIV/AIDS Education Program</a><br>SBAB 316                     | 305-995-7118<br>Fax: 305-995-7122                          |
|   | Home Bound<br>39 Zamora, Coral Gables                                      | 305-445-5188<br>Fax: 305-444-2855                          |
|    | <a href="#">Home Education</a><br>489 East Drive                           | 305-883-5310<br>Fax: 305-883-0413                          |
|   | Hospitality Services<br>SBAB 769   | 305-995-1363<br>Fax: 305-995-2005                          |
|   | HRS/Miami-Dade County Public Health<br>Annex 342                           | 305-995-7361<br>Fax: 305-995-7360                          |
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|   | In-County Travel<br>SBAB 614   | 305-995-1675<br>Fax: 305-995-1644                          |
|   | Industrial Education<br>SBAB 820   | 305-995-1874<br>Fax: 305-995-1896                          |
|  | <a href="#">Information Technology Services (ITS)</a><br>13135 SW 26 St    | 305-995-3751<br>Fax: 305-995-3697                          |
|  | <a href="#">Computer and Facilities Operations</a><br>13135 SW 26 St       | 305-995-3766<br>Fax: 305-995-3749                          |
|  | <a href="#">Internet Services</a><br>13135 SW 26 Street                    | 305-995-3755<br>Fax: 305-995-3469                          |
|  | <a href="#">Systems and Programming Services</a><br>13135 SW 26 St         | 305-995-3701<br>Fax: 305-995-3840                          |
|  | <a href="#">Systems User Support</a><br>13135 SW 26 St                     | 305-995-3705(0)<br>Fax: 305-995-3637                       |
|  | <a href="#">Technological Learning Center</a><br>13135 SW 26 St            | 305-995-3770<br>Fax: 305-995-3608                          |
|  | <a href="#">Enterprise Communications</a><br>13135 SW 26 St                | 305-995-3566   |
|   | Test Distribution Center (TDC)<br>13135 SW 26 St                           | 305-995-3743   |
|  | <a href="#">Inspector General, Office of the</a>                           | 305-523-0623<br>Hotline: 305-579-2593<br>Fax: 305-523-0613 |
|  | <a href="#">Instructional Materials and Textbook Services</a><br>Annex 337 | 305-995-1915<br>Fax: 305-995-7610                          |





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|   | Internal Fund<br>SBAB 656   | 305-995-2284<br>Fax: 305-995-1651         |
|   | JROTC<br>Annex 317  | 305-995-1986<br>Fax: 305-995-2575         |
|    | <a href="#">Labor Relations</a><br>SBAB 552   | 305-995-1590<br>Fax: 305-995-2375         |
|    | <a href="#">Language Arts/Reading</a><br>Annex 326  | 305-995-1949<br>Fax: 305-995-4210         |
|   | LDIT<br>Annex 221   | 305-995-7445<br>Fax: 305-995-7401         |
|   | Leadership Assessment<br>Annex 221  | 305-995-7477<br>Fax: 305-995-7401         |
|   | Learn-To-Swim<br>Annex 316  | 305-995-1963<br>Fax: 305-995-1506         |
|  | <a href="#">Leave Office</a><br>Annex 215   | 305-995-7090<br>Fax: 305-995-4692         |
|   | Liability and Property<br>Annex 127   | 305-995-7155<br>Fax: 305-995-7170         |
|  | <a href="#">Library Media Services</a><br>Annex 336   | 305-995-2249<br>Fax: 305-995-2251         |
|  | <a href="#">Life Skills &amp; Special Projects, Division of</a><br>Annex 317                                | 305-995-1912<br>Fax: 305-995-1923         |
|  | <a href="#">Magnet/Innovative Programs</a><br>Annex 237   | 305-995-1922<br>Fax: 305-995-7290         |
|  | <a href="#">Maintenance Materials Management - MMM</a><br>12525 NW 28 Avenue                                | 305-995-7800<br>Fax: 305-995-7924         |
|  | <a href="#">Maintenance Operations - Administration</a><br>12525 NW 28 Avenue<br>Miami, FL 33167            | 305-995-4005 or 4010<br>Fax: 305-995-4409 |
|   | Region Maintenance Center 1<br>12525 NW 28 Avenue<br>Miami, FL 33167<br><b>Serving all Region 1 Schools</b> | 305-995-4092                              |
|   | Region Maintenance Center 2<br>12525 NW 28 Avenue<br>Miami, FL 33167  | 305-995-7900<br>Fax: 305-995-7859         |

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|   | <b>Serving all Region 2 Schools</b>  |                                   |
|   | Region Maintenance Center 3<br>2780 NW 87 Street<br>Miami, FL 33147<br><b>Serving all Region 3 Schools</b>   | 305-835-1000<br>Fax: 305-835-1032 |
|   | Region Maintenance Center 4<br>2950 NW 43 Terrace<br>Miami, FL 33142<br><b>Serving all Region 4 Schools</b>  | 305-995-4300<br>Fax: 305-633-8307 |
|   | Region Maintenance Center 5<br>15301 SW 117 Avenue<br>Miami, FL 33157<br><b>Serving all Region 5 Schools</b> | 305-235-2329<br>Fax: 305-256-3122 |
|    | <a href="#">Management Academy</a><br>Annex 221  | 305-995-7445<br>Fax: 305-995-7436 |
|    | <a href="#">Management and Compliance Audits, Office of</a><br>SBAB 415                                      | 305-995-1436<br>Fax: 305-995-1331 |
|   | Management Operations<br>SBAB 923  | 305-995-1711<br>Fax: 305-995-1759 |
|    | <a href="#">Maps and Boundaries</a><br>489 East Drive  | 305-883-5651<br>Fax: 305-883-0413 |
|   | Marketing Education<br>SBAB 812  | 305-995-1883                      |
|   | Marketing, Office of<br>SBAB 250   | 305-995-1198<br>Fax: 305-995-2648 |
|   | <a href="#">Materials Management &amp; Systems Control</a><br>SBAB 364                                       | 305-995-2356<br>Fax: 305-995-2420 |
|  | <a href="#">Materials Testing &amp; Evaluation</a><br>7040 West Flagler Street<br>Miami, Florida 33144       | 786-275-0775<br>Fax: 786-275-0833 |
|  | <a href="#">Mathematics and Sciences</a><br>Annex 327-T  | 305-995-2341<br>Fax: 305-995-1916 |
|  | <a href="#">Media Programs (WLRN)</a><br>ABM   | 305-995-1717<br>Fax: 305-995-2299 |
|   | Mentor Recruitment & Placement<br>SBAB 726-A   | 305-995-1215<br>Fax: 305-995-1200 |
|  | <a href="#">Middle School Athletics</a><br>Annex 343   | 305-995-2658<br>Fax: 305-995-7097 |
|   | Mileage Checks<br>SBAB 607   | 305-995-1675<br>Fax: 305-995-1644 |
|   | Minority Business & Related Services<br>Annex 128  | 305-995-1494<br>Fax: 305-995-1535 |
|   | Money Market Pool<br>SBAB 615  | 305-995-1686<br>Fax: 305-995-1614 |
|   | Multi Agency Network<br>11001 SW 76 St., Room 63   | 305-598-2436<br>Fax: 305-598-4639 |
|   | Multicultural Programs/Alternative Education<br>Annex 239  | 305-995-1275<br>Fax: 305-995-1277 |

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|   | Music Education<br>Annex 316   | 305-995-1942                      |
|   | Negotiations and Design Management Dept. of A/E Selection<br>SBAB 305                                      | 305-995-4500<br>Fax: 305-995-2050 |
|    | <a href="#">New Teacher Orientation</a><br>SBAB 726-A  | 305-995-1215<br>Fax: 305-995-1209 |
|   | Nursing Assistance Program<br>SBAB 816   | 305-995-1832<br>Fax: 305-995-1896 |
|   | Office of Accountability & Systemwide Performance<br>SBAB 802  | 305-995-1814<br>Fax: 305-995-7592 |
|   | Office of Chief of Staff<br>SBAB 912   | 305-995-2940<br>Fax: 305-995-2335 |
|    | <a href="#">Office of Community Services</a><br>SBAB 202   | 305-995-1265<br>Fax: 305-995-2888 |
|    | <a href="#">Office of Management and Compliance Audits</a><br>SBAB 415                                     | 305-995-1436<br>Fax: 305-995-1331 |
|   | Office of Marketing<br>SBAB 250  | 305-995-1198<br>Fax: 305-995-2648 |
|    | <a href="#">Office of Performance Improvement</a><br>Annex 225   | 305-995-2561<br>Fax: 305-995-1520 |
|    | <a href="#">Office of Program Evaluation</a><br>Annex 225  | 305-995-7501<br>Fax: 305-995-7571 |
|    | <a href="#">Office of Public Relations</a><br>SBAB 250   | 305-995-4638<br>Fax: 305-995-1251 |
|  | <a href="#">Office of Special Education, Alternative Outreach, and Psychological Services</a><br>Annex 409 | 305-995-1721<br>Fax: 305-995-2053 |
|   | Office of Treasury Management<br>SBAB 615  | 305-995-1623<br>Fax: 305-995-2387 |
|   | Operational Accounting<br>SBAB 656   | 305-995-2088<br>Fax: 305-995-2094 |
|  | <a href="#">Operations and Network Services</a><br>Annex 141   | 305-995-7017                      |
|   | Opportunity Scholarship Program<br>Annex 237   | 305-995-7291<br>Fax: 305-995-2889 |
|   | P.A.V.A.C. (New World School of the Arts)<br>300 NE 2nd Avenue   | 305-237-3135<br>Fax: 305-237-3794 |
|   | Paraprofessional<br>Annex 140  | 305-995-7237<br>Fax: 305-995-7231 |
|  | <a href="#">Parental Involvement</a><br>SBAB 216   | 305-995-1233<br>Fax: 305-995-1200 |
|   | Parent and Family Education<br>Annex 335   | 305-995-7645<br>Fax: 305-995-7650 |
|  | <a href="#">Payroll</a><br>SBAB 614  | 305-995-1642<br>Fax: 305-995-2077 |
|   | Payroll Check Distribution<br>SBAB 615   | 305-995-1623<br>Fax: 305-995-2387 |




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|   | Payroll Deductions<br>SBAB 607   | 305-995-1655<br>Fax: 305-995-1644 |
|    | <a href="#">Performance Improvement</a><br>Annex 225                       | 305-995-2561<br>Fax: 305-995-1520 |
|    | <a href="#">Personnel (Instructional)</a><br>Annex 129                     |                                   |
|    | <a href="#">Personnel (Non-Instructional)</a><br>Annex 140                 | 305-995-7241<br>Fax: 305-995-7231 |
|    | <a href="#">Personnel Operations and Network Services</a><br>Annex 115     | 305-995-7017                      |
|    | <a href="#">Personnel Records &amp; Transcript Analysis</a><br>Annex 141L  | 305-995-7238<br>Fax: 305-995-7215 |
|    | <a href="#">Personnel Support Programs</a><br>Annex 214                    | 305-7414<br>Fax: 305-995-7402     |
|   | Physical and Occupational Therapy<br>Annex 407                             | 305-995-1267<br>Fax: 305-995-1169 |
|   | Physical Education<br>Annex 317  | 305-995-1963                      |
|   | PIP - Professional Incentive Programs<br>Annex 143                         | 305-995-7030<br>Fax: 305-995-7045 |
|    | <a href="#">Plant Operations</a><br>1190 NW 75 Street                      | 305-835-1050<br>Fax: 305-835-1056 |
|   | Pre-K (Handicapped)<br>5555 SW 93 Ave, Trailer 1                           | 305-271-5701<br>Fax: 305-598-5253 |
|   | Pre-K/Elementary<br>Instructional Support<br>Annex 335                     | 305-995-7632<br>Fax: 305-995-7650 |
|   | Press Room<br>Auditorium   | 305-995-1113                      |
|   | Private School Information<br>Tallahassee                                  | 1-904-921-1269                    |
|  | <a href="#">Procurement Management</a><br>SBAB 364                         | 305-995-1375                      |
|  | <a href="#">Professional Development</a><br>1500 Biscayne Blvd., Suite 337 | 305-995-7616                      |
|   | Professional Orientation Program<br>Annex 221                              | 305-995-7426<br>Fax: 305-995-7436 |
|  | <a href="#">Professional Standards</a><br>Annex 222                        | 305-995-7120<br>Fax: 305-995-7329 |
|   | Project and Contract Management<br>P-103                                   | 305-995-1154<br>Fax: 305-995-1145 |
|   | Project Victory<br>Annex 409   | 305-995-1894                      |
|   | Property Accounting<br>SBAB 656  | 305-995-2285                      |
|   | Property Audits<br>750 NW 20th Street E-402                                | 305-326-0157<br>Fax: 305-326-8059 |




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|    | <a href="#">Psychological Services</a><br>Annex 407                                | 305-995-1735<br>Fax: 305-995-2049 |
|    | <a href="#">PTA/PTSA</a><br>SBAB 103   | 305-995-1102                      |
|   | Public Service Education<br>SBAB 819   | 305-995-1804                      |
|    | <a href="#">Purchasing</a><br>SBAB 351   | 305-995-1380                      |
|   | Quality Enhancement Services<br>Annex 225  | 305-995-2745<br>Fax: 305-995-7411 |
|   | R.O.T.C.<br>Annex 316  | 305-995-1986<br>Fax: 305-995-2575 |
|    | <a href="#">Radio Reading For the Blind</a><br>ABM                                 | 305-995-1717<br>Fax: 305-995-2299 |
|    | <a href="#">Radio Station (WLRN)</a><br>ABM  | 305-995-1717<br>Fax: 305-995-2299 |
|    | <a href="#">Reading/Language Arts</a><br>Annex 326                                 | 305-995-1949<br>Fax: 305-995-4210 |
|   | Receiving  | 305-995-1130<br>Fax: 305-995-1158 |
|    | <a href="#">Records Management</a><br>2740 NW 104th Court<br>Doral, FL 33172       | 305-995-3289<br>Fax: 305-995-3485 |
|   | <a href="#">Records and Transcripts Analysis</a><br>Annex 141L                     | 305-995-7238<br>Fax: 305-995-7215 |
|   | Recycling<br>SBAB 548  | 305-995-1550<br>Fax: 305-371-3123 |
|   | Regional Centers:  |                                   |
|  | <a href="#">Region Center I</a><br>733 East 57th Street<br>Hialeah, Florida 33013  | 305-687-6565<br>Fax: 305-685-2498 |
|   | <a href="#">Region Center II</a><br>2201 SW 4 Street<br>Miami, FL 33135            | 305-642-7555<br>Fax: 305-642-5531 |
|  | <a href="#">Region Center III</a><br>1080 LaBaron Drive<br>Miami Springs, FL 33166 | 305-883-0403<br>Fax: 305-882-1640 |
|  | <a href="#">Region Center IV</a><br>9040 SW 79 Avenue<br>Miami, FL 33156           | 305-595-7022<br>Fax: 305-595-3726 |
|   | Region Center V  |                                   |
|   | Rental of School Facilities<br>1190 NW 75 Street                                   | 305-835-1050<br>Fax: 305-835-1056 |
|  | <a href="#">Research Services</a><br>Annex 225                                     | 305-995-7503<br>Fax: 305-995-7521 |

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|   | Retired Teachers Association<br>2200 Biscayne Blvd.   | 305-854-0220<br>Fax: 305-576-7761          |
|    | <a href="#">Retirement Office</a><br>Annex 215  | 305-995-7051<br>Fax: 305-995-4692          |
|    | <a href="#">Risk and Benefits Management</a><br>Annex 127   | 305-995-7130<br>Fax: 305-995-7170          |
|   | Safe Schools Program<br>6100 NW 2 Avenue  | 305-757-7708                               |
|    | <a href="#">Safety &amp; Emergency Management</a><br>12525 N.W. 28th Avenue<br>Miami, FL 33167 Rm.500 | 305-995-4900<br>Fax: 305-995-4924          |
|   | Safety & Driver Education<br>Annex 317  | 305-995-1986<br>Fax: 305-995-1573          |
|   | Salary Adjudication<br>Annex 143  | 305-995-7040                               |
|   | Satellite Learning Centers<br>Annex 237   | 305-995-7184<br>Fax: 305-995-1940          |
|   | Savings Bonds<br>SBAB 607   | 305-995-1655                               |
|   | SBAB Dining Room<br>SBAB 769  | 305-995-1860                               |
|    | <a href="#">SBAB Mail Room</a><br>SBAB 110  | 305-995-1129                               |
|   | SBAB Security<br>SBAB 106   | 305-995-1106<br>Fax: 305-995-1158          |
|  | <a href="#">School-Age Child Care</a><br>18180 SW 122 Avenue  | 305-253-9920 ext:2194<br>Fax: 305-251-3392 |
|   | School Board Clerk<br>SBAB 268B   | 305-995-1440<br>Fax: 305-995-1448          |
|  | <a href="#">School Choice and Parental Options</a><br>Annex 237                                       | 305-995-1922<br>Fax: 305-995-7290          |
|  | <a href="#">School Improvement Zone</a><br>1450 NE 2nd Avenue   | 305-995-1850<br>Fax: 305-358-8705          |
|   | School Mail Services<br>7001 SW 4 St  | 786-275-0632                               |
|  | <a href="#">School Operations</a><br>SBAB 914   | 305-995-4252<br>Fax: 305-995-4175          |
|  | <a href="#">School Police</a><br>6100 NW 2 Avenue   | 305-757-7708<br>Fax: 305-751-7626          |
|   | Station I<br>733 East 57 St   | 305-769-0032<br>Fax: 305-688-3848          |
|   | Station II<br>1515 NW 167 St., Suite 300  | 305-623-8131<br>Fax: 305-621-6507          |
|   | Station III<br>1080 LaBaron Drive   | 305-885-0764<br>Fax: 305-887-4736          |
|   | Station IV<br>2210 SW 3 St.   | 305-642-4643<br>Fax: 305-541-8378          |

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|   | Station V<br>9040 SW 79 Avenue   | 305-279-2605<br>Fax: 305-271-7324 |
|   | Station VI<br>18180 SW 122 Avenue  | 305-238-5906<br>Fax: 305-254-0312 |
|   | School Quality Improvement<br>Annex 225  | 305-995-1745<br>Fax: 305-995-2875 |
|    | <a href="#">School Social Work Programs</a><br>Annex 341M                        | 305 995-7338<br>Fax: 305-995-2230 |
|   | School-To-Career Initiatives<br>Annex 225E                                       | 305-995-2752<br>Fax: 305-995-2750 |
|    | <a href="#">School Volunteers</a><br>SBAB 726-A                                  | 305-995-1215<br>Fax: 305-995-1200 |
|    | <a href="#">Science</a><br>Annex 327   | 305-995-1989<br>Fax: 305-995-4188 |
|    | <a href="#">Secondary School Reform</a><br>Annex 327                             | 305-995-1855<br>Fax: 305-523-0037 |
|   | Security<br>SBAB 106   | 305-995-1106<br>Fax: 305-995-1158 |
|    | <a href="#">Social Sciences</a><br>Annex 326                                     | 305-995-1951<br>Fax: 305-995-1492 |
|   | Special Immunization<br>1350 NW 14 Street  | 305-325-2554                      |
|   | Special Programs<br>Annex 315  | 305-995-2710<br>Fax 305-995-7655  |
|  | <a href="#">Staff Recruitment</a><br>Annex 129                                   | 305-995-7078<br>Fax: 305-523-0622 |
|  | <a href="#">State Legislative Program</a><br>Annex 239                           | 305-995-2532<br>Fax: 305-995-1514 |
|  | <a href="#">Stores &amp; Distribution Satellite Warehouse</a><br>50 NW 14 Street | 305-371-9983<br>Fax: 305-371-9110 |
|  | <a href="#">Stores &amp; Mail Distribution - S&amp;MD</a><br>7001 SW 4 St        | 786-275-0600<br>Fax: 786-275-0834 |
|  | <a href="#">Strategic Planning</a><br>Annex 225                                  | 305-995-2744<br>Fax: 305-995-2875 |
|  | <a href="#">Student Progression Plan</a><br>Annex 327                            | 305-995-1907                      |
|  | <a href="#">Student Services</a><br>Annex 341                                    | 305-995-7338<br>Fax: 305-995-7337 |
|  | <a href="#">Student Transfers</a><br>489 East Drive                              | 305-882-1853                      |
|  | <a href="#">Student Visas/Foreign Records</a><br>489 East Drive                  | 305-884-2044<br>Fax: 305-887-8423 |
|   | Substance Education (TRUST)<br>Annex 341   | 305-995-7302<br>Fax: 305-995-7337 |
|   | Suicide Prevention<br>Annex 341  | 305-995-2273<br>Fax:305-995-7337  |

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|    | <a href="#">Summer Services</a><br>Annex 225  | 305-995-4656<br>Fax: 305-995-4686    |
|    | <a href="#">Superintendent of Schools</a><br>SBAB 912   | 305-995-1430<br>Fax: 305-995-1488    |
|    | <a href="#">Support Personnel Training</a><br>Annex 221   | 305-995-7429<br>Fax: 305-995-7436    |
|    | <a href="#">Systems Programming Services</a><br>ITS - 13135 SW 26 St                              | 305-995-3701<br>Fax: 305-995-3840    |
|    | <a href="#">Systems User Support</a><br>ITS - 13135 SW 26 St                                      | 305-995-3705(0)<br>Fax: 305-995-3637 |
|   | Take Stock in Children Mentor Placement<br>SBAB 726-A   | 305-995-1215<br>Fax: 305-995-1200    |
|   | Take Stock in Children/Student Advocacy<br>Annex 341  | 305-995-7317<br>Fax: 305-995-7336    |
|   | Talented Program<br>Annex 317   | 305-995-1912<br>Fax: 305-995-1573    |
|    | <a href="#">TAP - Teenage Parent Program</a><br>5120 NW 24 Ave, Bldg 3, Room 8<br>Miami, FL 33142 | 305-636-7356<br>Fax: 305-634-1911    |
|   | Tax Shelter<br>Annex 127  | 305-995-7130                         |
|    | <a href="#">Teacher Certification</a><br>Annex 129  | 305-995-7200                         |
|  | <a href="#">Teacher Contracts</a><br>Annex 143  | 305-995-7040                         |
|   | Teacher Education Center (see <i>Center for Professional Learning</i> )                           |                                      |
|   | Teacher of the Year Information<br>SBAB 726-A   | 305-995-1215<br>Fax: 305-995-1209    |
|  | <a href="#">Technology Learning Center</a><br>ITS - 13135 SW 26 St                                | 305-995-3770<br>Fax: 305-995-3608    |
|  | <a href="#">Technology Education</a><br>SBAB 818  | 305-995-1875<br>Fax: 305-995-1896    |
|   | Telecommunications<br>ITS - 13135 SW 26 St  | 305-995-3925                         |
|   | Test Distribution Center (TDC)<br>13135 SW 26 St  | 305-995-3743                         |
|   | Testing (Clerical)<br>Annex 140   | 305-995-7248                         |
|   | Testing (Screening Vision & Hearing)<br>5555 SW 93 Avenue, Trailer 1                              | 305-274-3501<br>Fax: 305-598-7792    |
|   | Testing (Student)<br>Annex 225  | 305-995-7520<br>Fax: 305-995-7522    |
|  | <a href="#">Textbook Services</a><br>7005 SW 4 Street   | 786-275-0630<br>Fax: 305-262-6491    |

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|    | <a href="#">The Education Fund</a><br>900 NE 125 St.  | 305-892-5099<br>Fax: 305-892-5096 |
|   | The Jackie Hinchey-Sipes<br>Gallery at DASH<br>4001 NE 2 Avenue                               | 305-573-7135<br>Fax: 305-573-8253 |
|    | <a href="#">The Parent Academy</a><br>SBAB 226  | 305-995-2680<br>Fax: 305-523-0505 |
|    | <a href="#">Title I Administration</a><br>SBAB 500  | 305-995-1253<br>Fax: 305-995-1597 |
|   | Title I Migrant Education Program<br>28205 SW 125 Avenue, Bldg. F<br>Homestead, FL 33033-1260 | 305-258-4115<br>Fax: 305-258-3840 |
|   | Title V<br>Annex 239  | 305-995-1501<br>Fax: 305-995-1514 |
|   | Trademasters Group<br>12525 NW 28 Avenue, Suite 507   |                                   |
|   | Electrical  | 305-995-4530<br>Fax: 305-995-4930 |
|   | Painters  | 305-995-4530<br>Fax: 305-995-4930 |
|   | Roofers   | 305-995-4530<br>Fax: 305-995-4930 |
|   | Structural/Architectural  | 305-995-4530<br>Fax: 305-995-4930 |
|   | Training and Departmental Development<br>Annex 221  | 305-995-7459<br>Fax: 305-995-7460 |
|  | <a href="#">Training and Development</a><br>Annex 221   | 305-995-7441                      |
|   | Training and Employment Council<br>3403 NW 82 Avenue  | 305-594-7615                      |
|   | Translation Services (Haitian)<br>SBAB 250  | 305-995-2192                      |
|   | Translation Services (Spanish)<br>SBAB 250  | 305-995-1189                      |
|  | <a href="#">Transportation:</a>   |                                   |
|   | Administration<br>15401 SW 117 Avenue   | 305-234-3365<br>Fax: 305-251-8502 |
|   | Central East<br>7011 SW 4 Street  | 786-275-0700<br>Fax: 786-275-0847 |
|   | Garage  | 786-275-0712<br>Fax: 305-995-3181 |
|   | John H. Schee Transportation<br>2755 NW 122 Street  | 305-681-1576<br>Fax: 305 688-7598 |
|   | Garage  | 305-681-7989<br>Fax: 305-688-7598 |

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|   | Central West<br>13775 NW 6 Street                                    | 305-227-1995<br>Fax: 305-995-1585 |
|   | Garage   | 305-554-1176<br>Fax: 305-225-3988 |
|   | North<br>16150 NW 42 Avenue  | 305-625-9086<br>Fax: 305-624-6036 |
|   | Garage   | 305-625-1531<br>Fax: 305-627-0722 |
|   | Northeast<br>5901 NW 27 Avenue                                       | 305-638-1658<br>Fax: 305-635-9509 |
|   | Garage   | 305-633-1429<br>Fax: 305-635-4770 |
|   | Northwest<br>9900 NW S. River Dr.                                    | 305-887-2383<br>Fax: 305-883-1191 |
|   | Garage   | 305-889-0782<br>Fax: 305-883-4617 |
|   | Redlands<br>24601 SW 160 Avenue                                      |                                   |
|   | Garage   | 305-248-2509<br>Fax: 305-246-1890 |
|   | Vehicle Maintenance  | 305-234-0849<br>Fax: 305-234-7251 |
|   | Warehouse  | 305-234-7605<br>Fax: 305-234-7547 |
|   | South<br>660 SW 3rd Avenue<br>Florida City                           | 305-248-2627<br>Fax: 305-248-3989 |
|   | Garage   | 305-248-2657<br>Fax: 305-246-1890 |
|   | Southwest<br>15501 SW 117 Avenue                                     | 305-234-0046<br>Fax: 305-252-7942 |
|   | Garage   | 305-234-1045<br>Fax: 305-238-7557 |
|   | Travel Reimbursement<br>SBAB 607                                     | 305-995-1675<br>Fax: 305-995-1644 |
|   | Tuition Reimbursement<br>Annex 143                                   | 305-995-7039                      |
|   | TV - Production Control<br>ABM                                       | 305-995-2146                      |
|  | <a href="#">Unemployment Compensation</a>                            | 305-995-7051<br>Fax: 305-995-4692 |
|   | United Way (M-DCPS Fundraising)<br>SBAB 726-A                        | 305-995-1215<br>Fax: 305-995-1221 |
|  | <a href="#">United Way of Miami-Dade County</a><br>3250 SW 3 Avenue  | 305-646-7000<br>Fax: 646-7193     |
|  | <a href="#">UTD - United Teachers of Dade</a><br>2200 Biscayne Blvd. | 305-854-0220<br>Fax: 305-576-7761 |

|   |   |                                   |
|---|---|-----------------------------------|
|   | Vehicle Maintenance<br>11601 SW 160 Street  | 305-234-0849<br>Fax: 305-234-7251 |
|   | Vending Machines (SBAB Refunds)<br>SBAB 769   | 305-995-1898                      |
|   | Verification of Employment<br>Annex 141   | 305-995-7222                      |
|   | Visa/Student F-1  | 305-882-1885                      |
|   | Visual & Performing Arts<br>Annex 317   | 305-995-1912<br>Fax: 305-995-1573 |
|    | <a href="#">Wage &amp; Salary Administration</a> (Compensation Administration)<br>Annex 143       | 305-995-7040<br>Fax: 305-995-7045 |
|   | Warranty & Post Occupancy<br>12525 NW 28 Avenue   | 305-995-4624<br>Fax: 305-995-4689 |
|   | Water & Sewer<br>SBAB 312   | 305-995-4879<br>Fax: 305-995-4961 |
|    | <a href="#">WLRN Instructional Television Services</a><br>7003 SW 4 Street                        | 786-275-0800<br>Fax: 786-275-0838 |
|    | <a href="#">WLRN Public Radio and Television</a><br>172 NE 15th Street                            | 305-995-1717                      |
|   | Women of Tomorrow<br>Annex 341  | 305-995-7334                      |
|   | Work Back Program<br>SBAB 760   | 305-995-1730                      |
|   | Workers' Compensation<br>Annex 127  | 305-995-7161                      |
|  | <a href="#">Workforce Development Education</a><br>750 NW 20 Street, Rm. A-120<br>Miami, FL 33127 | 305-548-4044<br>Fax: 305-545-3052 |
|  | <a href="#">Youth Crime Watch of Miami-Dade</a><br>1515 NW 79 Avenue                              | 305-470-1670                      |
|  | <a href="#">Youth Fair</a><br>10901 Coral Way   | 305-223-7060<br>Fax: 305-554-6092 |

## B. POLICY MANUALS LIST (E-HANDBOOKS)

<http://ehandbooks.dadeschools.net>

### E-HANDBOOKS POLICY MANUALS LIST

#### Policy Titles

[Adult and Applied Technology Education Procedures](#)

[Americans with Disabilities Act](#)

[Annual Report-Office of Adult/Vocational](#)

[Articulation, Transition and Orientation Guide](#)

[Assigned Vehicles Policies & Procedures](#)

[Booster Club Revised 2007](#)

[Budget Development & Review Procedures](#)

[Budget-Personnel Opening of School Procedures](#)

[Club Advisor Handbook](#)

[Code of Student Conduct](#)

[Comprehensive Student Services Program PK-Adult](#)

[Curriculum Bulletin Frontmatter](#)

[Curriculum Bulletin-I List of Authorized Courses](#)

[Debt Management Policies](#)

[Deposit & Investment Policies for School Board Fund](#)

[Disaster Recovery Plan](#)

[Electronic Staff Reference Guide](#)

[Employee Assistance Program Annual Report](#)

[End-of-Year Procedures Handbook](#)

[Field Trip Manual 08-09](#)

**B. POLICY MANUALS LIST (E-HANDBOOKS)**

[FTE Procedures](#)

[FTE Survival Guide](#)

[Graduation Guidelines](#)

[Homeless Children and Youth In Transition](#)

[Initial Entry Registration Procedures](#)

[Instructional Materials Handbook](#)

[Local Education Agency \(LEA\) Implementation Guide](#)

[Maintenance Operations Manual for Site Supervisors](#)

[Manual of Internal Funds Accounting](#)

[M-DCPS Internet Acceptable Use Policy](#)

[No Child Left Behind Public School Choice Plan](#)

[Opening of Schools 2009-2010 Handbook](#)

[Opportunity Scholarship Program](#)

[Payroll Processing Procedures](#)

[Performing Group Guidelines](#)

[PK Program for Children with Disabilities](#)

[Placement of Foreign Students/Student Visa](#)

[Planning Checklist for District Events](#)

[Policies & Procedures for SPED](#)

[Policies & Procedures for SPED Addendum 2007-2008](#)

[Primavera Maint Executive Statusing Manual](#)

[Primavera Maint Project Initiation Manual](#)

[Primavera Project Management \(P3eC\) for PM](#)

**B. POLICY MANUALS LIST (E-HANDBOOKS)**

[Procedures for Monitoring Teacher Certification](#)

[Procedures for Promoting/Maintaining Safe Learning](#)

[Project Initiation and Revision Training Class](#)

[Property Control Policies & Procedures Manual](#)

[Protocol Guidelines for Official School Board Events](#)

[Purchasing Credit Card \(P-Card\)](#)

[Reappointment Procedures Manual](#)

[Recess Manual](#)

[Registration Package](#)

[Safety Program of Miami-Dade County Public Schools](#)

[Salary Handbook](#)

[Salary Supplement Handbook](#)

[School Allocation Plan](#)

[School Based Advertising Procedures Guide](#)

[School Uniform Program Guidelines](#)

[School Based Budget System](#)

[Student Attendance Reporting Procedures](#)

[Student Code of Conduct](#)

[Student Educational Records](#)

[Student Progression Plan](#)







[Summer School Hiring Manual](#)

[Title 1 Administration Handbook](#)

[Title 1 School Based Budget Manual](#)

[Transportation Handbook for School Staff](#)

**B. POLICY MANUALS LIST (E-HANDBOOKS)**

-   
[Travel Policies and Procedures Manual](#)
-   
[Truancy Referral Procedures - Secondary Schools](#)
-   
[Water Safety Manual](#)
-   
[WLRN Editorial Integrity Policy](#)
-   
[Worksite HIV/AIDS Handbook](#)
-   
[Your License to Teach - A Guide to Certification](#)

## C. SCHOOL BOARD RULES

SCHOOL BOARD RULES OF MIAMI-DADE COUNTY, FLORIDA

<http://www2.dadeschools.net/schoolboard/rules/>

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| <a href="#">Meeting Announcements</a>                              |

## D. USER GUIDES LIST (E-HANDBOOKS)

[Memorandum Email Process](#)

[MSA/Budget/Finance/Purchasing \(MSAF\)](#)

[Multicultural Education Training & Advocacy \(META\)](#)

[Netmeeting Tips](#)

[On-Line Report Request System Using Control-D](#)

[On-Line Textbook Ordering System](#)

[Optiview](#)

[Outlook 2000](#)

[Outlook 2003](#)

[Outlook 2003 – New Features](#)

[PACS Authorization Review](#)

[PACS Update](#)

[Paraprofessionals - Class Size](#)

[Password Reset – Creating Your Profile](#)

[Password Reset - Resetting Your Password](#)

[Payroll Absence Reporting System \(PARS\)](#)

[Payroll Roster Sign-In Sheets Printing Procedures](#)

[Personnel Reporting System \(PERS\)](#)

[Phone Directory](#)

[Preparing for Term 2 Instructions](#)

[Preparing for Term 2 Instructions](#)

[Progress Monitoring Plan \(PMP\)](#)

[Project Accounting System](#)

## D. USER GUIDES LIST (E-HANDBOOKS)

|   |
|---|
| <a href="#">Property Control</a>                                  |
| <a href="#">Property Control Download</a>                         |
| <a href="#">Public Record Requests (PRR)</a>                      |
| <a href="#">Quad A</a>  |
| <a href="#">RACF Security System Categorical Authorizations</a>   |
| <a href="#">Requesting ISIS Online Reports for Web Viewing</a>    |
| <a href="#">Scantron Data Capture for (PARS)</a>                  |
| <a href="#">Scholastic Reading Inventory Reports (SRI)</a>        |
| <a href="#">School Board Minutes Electronic Search</a>            |
| <a href="#">School Police Automated Reporting (SPAR)</a>          |
| <a href="#">School Volunteer Program (For District Liaisons)</a>  |
| <a href="#">School Volunteer Program for School Liaisons</a>      |
| <a href="#">School-Based Budget System (SBBS) User's Manual</a>   |
| <a href="#">Securing your BlackBerry Device</a>                   |
| <a href="#">Securing your Windows Computer</a>                    |
| <a href="#">Self Service User Self Service User Guide</a>         |
| <a href="#">Shopping Cart</a>                                     |
| <a href="#">Spring Registration for Elementary Schools</a>        |
| <a href="#">Spring Registration for Secondary Schools</a>         |
| <a href="#">SST Plan (School Support Team)</a>                    |
| <a href="#">Store &amp; Distribution Requisitions (S &amp; D)</a> |
| <a href="#">Student Choice – Controlled Choice (Regional)</a>     |
| <a href="#">Student Choice – For School Personnel Only</a>        |
| <a href="#">Student Choice for Schools of Choice Staff Only</a>   |

## D. USER GUIDES LIST (E-HANDBOOKS)

[Student Locator on the Blackberry](#)

[Student Locator on the Web](#)

[Student Performance Indicators \(SPI\)](#)

[Student Textbook Automated Inventory \(STAIRS\)](#)

[Summer School Bulletin - Elem 09S](#)

[Summer School Bulletin - Sec 09S](#)

[Summer School Transportation](#)

[Teacher Attendance Download System \(TADL\)](#)

[Title 1 SES Provider Registration Approvals](#)

[Title 1 SES Providers Guide](#)

[Title 1 SES WEB Application \(Title 1 Office Only\)](#)

[Vocational Adult Community System \(VACS\)](#)

[Web Interface for Special Educators \(WISE\)](#)

[X2 Aspen Build](#)

[X2 Aspen Handbook](#)

## E. LABOR CONTRACTS, UNIONS AND EMPLOYEE ORGANIZATIONS

### Labor Contracts, Unions and Employee Organizations

#### Labor Contracts

|   |   |
|---|---|
| <a href="#">AFSCME</a> - American Federation State County Municipal Employees | <a href="http://www2.dadeschools.net/employees/lab_or_union/afscme/index.htm">http://www2.dadeschools.net/employees/lab_or_union/afscme/index.htm</a> |
| <a href="#">CEP</a> - Confidential Exempt Personnel                           | <a href="http://www2.dadeschools.net/employees/lab_or_union/2004_CEP.pdf">http://www2.dadeschools.net/employees/lab_or_union/2004_CEP.pdf</a>         |
| <a href="#">DCSAA</a> - Dade County School Administrators Association         | <a href="http://www2.dadeschools.net/employees/lab_or_union/dcsaa/index.htm">http://www2.dadeschools.net/employees/lab_or_union/dcsaa/index.htm</a>   |
| <a href="#">DCSMEC</a> - Dade County Schools Maintenance Employee Committee   | <a href="http://www2.dadeschools.net/employees/lab_or_union/dcsmec/index.htm">http://www2.dadeschools.net/employees/lab_or_union/dcsmec/index.htm</a> |
| <a href="#">FOP</a> - Fraternal Order of Police                               | <a href="http://www2.dadeschools.net/employees/lab_or_union/FOP/index.htm">http://www2.dadeschools.net/employees/lab_or_union/FOP/index.htm</a>       |
| <a href="#">MEP</a> - Managerial Exempt Personnel                             | <a href="http://www2.dadeschools.net/employees/lab_or_union/Mep/index.htm">http://www2.dadeschools.net/employees/lab_or_union/Mep/index.htm</a>       |
| <a href="#">UTD</a> - United Teachers of Dade                                 | <a href="http://www2.dadeschools.net/employees/lab_or_union/UTD/index.htm">http://www2.dadeschools.net/employees/lab_or_union/UTD/index.htm</a>       |

#### Labor Unions and Employee Organizations

|  |   |
|--|---|
| Dade Association of School Administrators (DASA)       | <a href="http://www.dasa.us/">http://www.dasa.us/</a>   |
| Dade County School Administrators' Association (DCSAA) | <a href="http://www.dcsaa.org/">http://www.dcsaa.org/</a>   |
| Florida Association for School Administrators (FASA)   | <a href="http://www.fasa.net/">http://www.fasa.net/</a>   |
| Fraternal Order of Police                              | <a href="http://www.geocities.com/schoolboardfop/">http://www.geocities.com/schoolboardfop/</a>   |
| Managerial Exempt Personnel                            | <a href="http://www2.dadeschools.net/employees/lab_or_union/Mep/index.htm">http://www2.dadeschools.net/employees/lab_or_union/Mep/index.htm</a> |
| United Teachers of Dade                                | <a href="http://www.utofd.com/">http://www.utofd.com/</a>   |