



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org



TOP-2



Turnaround Option Plan—Step 2(TOP-2) Reassignment/Closure (RC)

[District]
[School Name]

Due: October 1 for Cycle 1 or January 31 for Cycle 2-4

Form Number TOP-2, RC, incorporated in Rule 6A-1.099811, F.A.C., effective August 2018

**Turnaround Option Plan—Step 2 (TOP-2)
Reassignment/Closure**

Purpose

The purpose of this document is to guide districts to develop a plan for implementation of the turnaround option Reassignment/Closure (RC). The district shall provide the Department with this plan for approval by the State Board of Education (SBE).

Directions

Districts shall complete this Step 2 form for each school for which the district is selecting RC. This completed form must be signed by the superintendent or authorized representative and emailed to BSI@fldoe.org no later than October 1 if this is Cycle 1 or January 31 if Cycle 2-4. The subject line of the email must include district name, school name and TOP-2(RC).

School

In the box below, identify the name and MSID number of the school that will be supported through RC.

School Name/ MSID Number

RC Assurances

The district must agree to ALL of the following assurances by checking the boxes below.

Assurance 1: Close and Reassign Students

- The district shall close the school and reassign students to higher-performing schools with a “C” or higher in the district. *A new school does not qualify since it does not have a record of performance.*

- The district shall ensure that students are not assigned to instructional personnel rated as Unsatisfactory or Needs Improvement based on both the three-year aggregated state Value-added Model (VAM) rating, if applicable, and the district evaluation system.

Description of how the district will address Assurance 1: Close and Reassign Students

**Turnaround Option Plan—Step 2 (TOP-2)
Reassignment/Closure**

Assurance 2: Monitoring Reassigned Students

The district shall monitor the reassigned students and report their progress to the department for three years on a quarterly basis. Reports shall include attendance, grades and progress monitoring data aligned to Florida’s Standards, record of instructional personnel assignment and three-year aggregated state VAM rating. The district shall provide quarterly reports to the Regional Executive Director (RED).

Description of how the district will address Assurance 2: Monitoring Reassigned Students

Assurance 3: Reassignment of Instructional Personnel and Administrators

The district shall ensure that instructional personnel rated as Unsatisfactory or Needs Improvement based on the three-year aggregated state VAM rating are not reassigned to other Differentiated Accountability (DA) schools within the district.

The district shall ensure that administrators from a school closed through selection of this turnaround option are not reassigned to other DA schools within the district.

Description of how the district will address Assurance 3: Reassignment of Unsatisfactory Instructional Personnel and Administrators.

**Turnaround Option Plan—Step 2 (TOP-2)
Reassignment/Closure**

Acknowledgement

Check the box that applies to the district selection of RC.

- For Cycle 1, the district acknowledges that the plan is due to the Department by October 1.
- For Cycle 2-4, the district acknowledges that the plan is due to the Department by January 31.

Name and title of person responsible for completing and submission of the TOP-2
Contact information: email, phone number
Date submitted to the Bureau of School Improvement
Superintendent Signature (or authorized representative)