

## Preparation and Submission

### Preparation:

#### Option# 1

1. Complete Five Star application and obtain required signatures (Office of Community Services will obtain the Superintendent's signature).
2. Maintain labeled organized file system at your school site for random audit review.
3. Submit your completed application to the District documenting criterion has been met.
4. A review committee will schedule with your principal and Regional Center to review 5 days prior to audit date.

#### Option#2

1. Complete Five Star application and obtain required signatures (Office of Community Services will obtain the Superintendent's signature).
2. Provide supporting documentation in a Portfolio Three-ring binder, no larger than 5-inches in width. **(you may use multiple binders if needed)**
3. School name and Region on the front.
4. Tabbed dividers should be used to separate each of the five categories.
5. Documentation must be in sequence with the application.
6. Each document must be clearly labeled with the one criterion it is documenting. If a document is used for multiple criteria, photocopy it. Do NOT use multiple labels on the same piece.

### Submission options:

- Submit your completed application to the District documenting criterion has been met. **OR**
- Submit your completed application and Portfolio to the District documenting criterion has been met.

### Five Star School Award Submission

- Submit the following to the Office of Community Services ,WL 9619 Suite 202 :

### Due date: Friday, May 22, 2009.

- The completed and signed application **(option1)** OR
- The Portfolio(s) correctly organized and labeled with signed application **(option2)**

For Five Star School Award Assistance,  
Please Contact:  
Office of Community Services  
Telephone: 305-995-2995  
Email: [vsdawkins@dadeschools.net](mailto:vsdawkins@dadeschools.net)