



TO: **Common Manual Governing Board**
Interested Industry Groups and Others

FROM: **Daniel Tryon and Kevin Burke, Co-Chairs**
Common Manual Policy Committee

RE: **Common Manual Annual Survey 2006**

DATE: **July 25, 2006**

The *Common Manual* Policy Committee conducts an annual survey of members of the *Common Manual* Governing Board and the FFELP community at large. This year's survey focuses again on the important interactions of the Policy Committee and the FFELP community and makes preliminary reference to the *Common Manual* website that is under development. Responses to the survey will assist the Committee in identifying issues it needs to address regarding the policy development process and communications with FFELP community participants. Information obtained in previous surveys has resulted in the reformatting of the policy proposal, amendments to policy development time lines and comment periods, and even in the reorganization and enhancement of parts of the *Common Manual*.

Attached is this year's survey in both Adobe and Word formats. The Policy Committee requests that you take a few minutes to review and respond to the survey, either in the electronic documents themselves or by printing one of the formats and entering written responses. The Committee will, of course, study and consider every response it receives. However, for purposes of statistical compilation, only one response per entity will be recorded.

The Committee asks that you return your response not later than Tuesday, August 15th.

Responses may be returned via e-mail to Onaleah McClellan at onaleah.mcclellan@fldoe.org or by fax to 1-850-488-3612. The Committee asks that you be sure to include the name and contact information for the person responding to the survey. Several times in the past, the Committee has contacted respondents to obtain additional clarifications and information, and contact information on the survey itself speeds these communications.

Thank you for your participation in this important annual exercise.