

JESSICA RICHARDSON

904-472-8235 | slawsonbch@gmail.com | Jacksonville Beach, FL.

21 March 2025

St. Johns County School Board

40 Orange Street

St. Augustine, FL 32084

Dear Members of the St. Johns County School Board,

I am honored to submit my application for the position of Superintendent of the St. Johns County School District. As a dedicated educator and leader in my 25th year of service to this district, I am committed to continuing the foundation of excellence that has been established by previous leaders in this role. I believe to accomplish this we must learn what is currently working well, respect the successes of the past and be open-minded to explore ways to enhance the future for our diverse and growing community of learners.

People are the heart of school systems, and it is essential for the next leader of St. Johns County Schools to recognize the value of having the right people, in the right places, to perform the right work. Work that will not just keep the organization moving forward but will allow everyone the opportunity to thrive and reach their full potential. Whether their job title is student, teacher, counselor, principal, clerk, custodian, technology specialist, nurse or bus driver, I will put the needs of students first, support all employees, and work in partnership with families and the public to sustain and enhance the excellence that defines our school district.

As superintendent, I will work closely with the school board, district leaders, and the community by being a listener, learner, and leader who seeks understanding, and engages stakeholders in decision-making that reflects the shared values of our organization. I will work alongside families, business leaders, local and state agencies to guarantee our schools remain not just high-performing but also responsive to the evolving needs of our students and the population we serve.

The community input surveys collected by the Florida School Board Association have provided a guide for the next leader, clearly defining what is important to each stakeholder group. By reviewing the feedback from the various forums and groups, the path forward is

clear, and I believe that my assets and experience align strongly with the responses from the participants. I am eager to bring my passion for education, experience and knowledge of Exceptional Student Education, ability to manage high growth schools, and my strength in creating sustainability within organizational teams to this role. My character along with my reputation for cultivating and maintaining authentic relationships and transparent communication support the qualities and characteristics that were referenced as attributes that the groups would like to see in their next leader.

Within each role I have had along my educational journey, I have gained wisdom and support from mentors and expanded my perspective and knowledge of the diverse skill set needed to operate a school system. I am committed to continuing to ask for help from the experts around me to champion this effort. Implementing the current strategic plan and carrying out the mission and vision of the district while staying true to a servant leadership way of work, I will ensure that the success of every student in our schools is a top priority. It would also be an honor to give back in this capacity to the many people within the St. Johns County School District that have shaped and molded me into the educational leader and person I am today.

I welcome the opportunity to discuss how we can work together to serve and support our students, educators, employees, and schools. Thank you for your time and consideration.

Sincerely,

A handwritten signature in blue ink that reads "J Richardson". The signature is fluid and cursive, with a large initial "J" and a long, sweeping underline.

Jessica Richardson



JESSICA RICHARDSON

📞 904-472-8235
✉ slawsonbch@gmail.com
🏠 Jacksonville Beach, FL.

**Senior Director
Exceptional Student Education**

EDUCATION

Master of Education
Educational Administration
Grand Canyon University,
Phoenix, AZ., 2011

Bachelor of Arts in Education
University of North Florida,
Jacksonville, FL., 1999

ACHIEVEMENTS

Principal of the Year,
St. Johns County, FL.,
2019-2020

Assistant Principal of the
Year, St. Johns County, FL.,
2013-2014

Teacher of the Year,
Ponte Vedra Palm Valley
Elementary, St. Johns
County, FL.,
2002-2003

FLORIDA DEPARTMENT OF EDUCATION CERTIFICATIONS

Educational Leadership,
All Levels

School Principal, All Levels

Elementary Education,
Grades 1-6

Exceptional Student
Education, Grades K-12

English Speakers of Other
Languages, Endorsement

PROFESSIONAL PROFILE

Enthusiastic educational leader committed to carrying out the mission and vision of the St. Johns County School District. With twenty-five years of instructional and operational experience, I bring steadfast leadership abilities, high standards of excellence, collaborative teamwork, and data-driven results. Committed to successfully implementing sustainable systems that drive student and staff success with objectivity and emotional intelligence.

EMPLOYMENT

Senior Director, Exceptional Student Education

St. Johns County, FL. | July 2023-Present

Provide senior level, district-wide leadership, advocacy and education to schools and other departments regarding evidence-based best practices and programming for students with Exceptional Student Education needs.

- Supervision, guidance and evaluation to support ESE department of over 200 employees.
- Responsible for creating, managing, and implementing the annual IDEA K-12 and IDEA Pre-K Grants (approximately \$9 million per year).
- Ongoing collaboration with school and district teams to facilitate district initiatives, including evidence-based instructional and intervention strategies to address student needs for approximately 10,000 students with disabilities across 51 school sites.
- Highly skilled in collaborating with families and legal teams to resolve special education legal matters, ensuring a fair, respectful, and solutions-oriented approach.

Director, Student Success and Accountability

St. Johns County, FL. | July 2021-July 2023

Oversight of newly created department focusing on ESE curriculum and instructional programming.

- Created tiered district support system to schools based on data, including ESSA subgroups.
- Implementation of district ESE Achievement Coaches.
- Coordination of differentiated ESE professional learning based on school and student needs.

PROFESSIONAL LEARNING

Professional Learning Communities
Marzano Evaluation Framework
Capturing Kids Hearts
Facilitated IEP Model
Ukeru- Crisis Management and Trauma Informed Care

LEADERSHIP POSITIONS

Strategic Plan Development and Implementation
Team Facilitator 2010, 2024

Teacher of the Year Selection Committee, 2023-present

Leadership St. Johns, Class of 2024

ESE Team Leader, PVPV/MKR Elementary 2009-January 2012

School Webmaster, PVPV/MKR Elementary 2009-January 2012

Instructional Delivery Model Classroom, Ponte Vedra Palm Valley Elementary 2002-2006

Just Read Florida Conference-Presenter 2006

National Association for Gifted Children Conference-Presenter 2004

Principal

St. Johns County, FL. | January 2012-July 2021

Principal of an elementary school and founding principal of a K-8 school in high growth areas. Assistant Principal of an elementary school with a large Exceptional Student Education population.

- Recruitment, retention, and supervision of school teams that grew by 15-20% each year, both in faculty and students.
- Strong communication and organizational skills with all stakeholders leading to a successful opening of a K-8 Academy that grew from a student body of 1,100 in 2018 to 2,300 in 2021.
- Ability to introduce and sustain critical operational processes and procedures to ensure safe and productive learning environments.
- School leader through Covid, supporting distance learning and hybrid models of instruction for students, staff, and families.
- Adept at allocating resources, ensuring fiscal responsibility, and optimizing finances to support educational goals.

Teacher

St. Johns County, FL. | March 1999-January 2012

2nd, 3rd, and 4th grade teacher and Instructional Literacy Coach within one school over a twelve-year period.

- Blended grade level standards with current technology to provide content rich, project-based learning for students.
- Supported school as an instructional coach during the early years of statewide implementation of the MTSS/RtI process.
- Utilization of current data and research in best practices to create a continuum of holistic academic services for student body.

KEY QUALIFICATIONS

Authentic capacity to build effective relationships necessary to manage and lead schools and district departments with high expectations, transparency, integrity and a focus on meeting the unique needs of all individuals to reach their fullest potential.

Successfully leading and overseeing all aspects of large schools and district departments with fidelity and fiscal responsibility, incorporating necessary compliance with compassion.

Dedicated servant leader with the ability to lead school and district teams while facilitating the implementation of successful systems, programs, and curricula that create safe and effective learning environments, resulting in increased student achievement, staff retention, and community support.

Knowledgeable in current educational law, research and trends to assist and motivate staff to plan and support students, teachers, and school leaders utilizing data, technology, differentiated curricula, multiple learning modalities, and side by side coaching cycles for continual school and district improvement.

March 12, 2025

Dear St. Johns County Superintendent Selection Panel –

It is both my honor and pleasure to write this letter of recommendation for Mrs. Jessica Richardson. I have had the distinct privilege of witnessing her exemplary leadership across various roles and have also worked directly under her guidance. Mrs. Richardson's unique ability to build relationships, foster a positive environment, and make every individual feel valued is unparalleled. Her optimism and influence on those around her are truly remarkable.

I first met Mrs. Richardson when she served as a laptop teacher at Ponte Vedra Palm Valley Elementary. In this role, she led a class of second graders, using personal laptops to guide instruction. This was during the time when laptops were just being introduced into the classroom. From the beginning of her career, Mrs. Richardson has always had the benefits of children as her priority. Her willingness to take on this initiative demonstrates her desire to go the extra mile to keep St. Johns County Schools at the forefront of educational best practices. The projects and work produced by these young students under her leadership were extraordinary. My next encounter with Mrs. Richardson occurred in 2012 when she was named Assistant Principal at Cunningham Creek Elementary, where she worked alongside my husband, who referred to her as the co-Principal. Together they lead both students and staff to success. From day one, her professionalism, passion for leadership, and commitment to excellence were evident. Her organizational abilities and people skills were admired by all who worked with her, and her servant-hearted approach was visible in her interactions with staff, parents, and students. It was during this time that her ability to listen to the needs of many and to make informed decisions really revealed itself as a strength.

Mrs. Richardson's outstanding leadership quickly gained the recognition of St. Johns County District leaders, who promoted her to lead Ocean Palms Elementary as Principal in 2014. Her exceptional qualities were further recognized when she was selected to open Palm Valley Academy in 2018. I had a unique perspective to observe her leadership, work ethic and vision during this time as my husband was also opening Freedom Crossing Academy at the same time. Together, they worked tirelessly to establish processes, policies, and programs that not only aligned with district initiatives and policies but were tailored to meet the unique needs of their respective communities. Mrs. Richardson's ability to understand the diverse needs of ALL students and to manage people effectively to meet those needs is truly impressive.

At Palm Valley Academy, I had the privilege of working directly for Mrs. Richardson as one of her physical education teachers. Her unwavering support of the faculty, staff, students, and the broader community was evident in everything she did. She created an atmosphere where she was loved and respected by everyone. She also prioritized the professional development of her staff, offering invaluable opportunities for growth. The entire staff benefited from her support and vision, particularly through training sessions such as Professional Learning Communities (PLC) and Capturing Kids' Hearts, both of which have had a lasting, positive impact on myself as well as the rest of our staff. In 2019 we were able to celebrate Mrs. Richardson as District Principal of the Year, a well-deserved accolade!

After only three years at Palm Valley Academy, Mrs. Richardson's exceptional leadership was once again recognized when she was appointed Director of Student Success and Accountability for St. Johns County in 2021. While Palm Valley Academy was saddened to lose such an outstanding leader, the county gained an incredible asset to support the needs of even more students. I vividly remember the staff's farewell sentiments, and I recall expressing that "there is no finer woman to be found." I wholeheartedly stand by that sentiment. Mrs. Richardson is, without question, the greatest leader I have ever had the pleasure of working for.

Mrs. Richardson embodies exemplary character, humility, and grace in both her personal and professional life. Her management skills and her remarkable ability to inspire others to be the best versions of themselves are extraordinary. I am deeply grateful for the opportunity to share why I hold her leadership in such high regard. I believe that Mrs. Richardson represents all the qualities and characteristics that would make her an exceptional St. Johns County Schools Superintendent. Her pride in her work and her unwavering commitment to excellence are truly profound.

Without hesitation, I confidently endorse Mrs. Jessica Richardson as the ideal candidate to serve as the next Superintendent of St. Johns County Schools. Please feel free to contact me if you have any questions or require additional information regarding Mrs. Richardson or this recommendation.

Sincerely,

Cindy Anderson

Pine Island Academy Elementary Physical Education

cindy.anderson@stjohns.k12.fl.us

(904)616-6582

To the Distinguished Members of the St Johns County School Board,

My name is Jill DAmato, and I am writing to you to recommend Jessica Richardson for the position of St Johns County Superintendent. I had the privilege of working with Jessica in several capacities – as a parent of two children who had her as a principal for seven (7) years, as a board member of the PTOs at Ocean Palms and Palm Valley Academy, and as a SAC member at the various schools. She is an exemplary educational leader demonstrating an uncanny ability to handle complex situations like rapid growth and competing priorities while creating a strong sense of community and shared vision.

She and I often say that we opened Palm Valley Academy (PVA) together – she as the principal and I as the Co-President of the newly created PTO. We were building the school and its culture from scratch. Working with her day in and day out, I often wondered if she had miraculously found a way of having more than 24 hours in a day. I soon realized it felt that way because she is a master at building and leading highly effective teams whose synergy accomplishes more than the cumulative number of individuals. Hiring and retaining talent, placing them in positions to utilize their strengths, and prioritizing their growth are her mainstays. For example, she was granted PTO funds to send select staffers to Professional Learning Community and Capturing Kids Hearts training to create a train-the-trainer scenario knowing that the rapid growth of the school would necessitate continuous onboarding routines and quick integration of new staff. It also empowered key staffers to develop leadership skills and help reinforce the culture of the school.

But more than talent acquisition, she sets a clear mission and vision for her organization, sets high expectations and leads by example. The environment was one of support and empowerment and fostered creativity and innovation and a strong sense of community and desire for continuous improvement. She held staff family events like field days and scavenger hunts to help staffers get to know each other on a personal level. In meetings she would mix and match grade level staff to create a feeling of a broader school community versus just being in small groups by grade level. This sense of belonging to the larger school community generated fresh ideas and excitement. You could feel the positive energy in her schools and that originates from the leader.


She never forgets that at the center of everything she does are humans - students, parents, staff, community members, etc. She balances competing priorities and finds ways to create a win-win situation. I can't count the number of times I saw her walk into a room filled with hundreds of people each with their own agenda, concerns, etc. - some harboring heated emotions – and simply talk through the situations and come to a resolution and/or

calm fears and put people at ease. She can do that because leading up to and during those discussions she is accessible and approachable, actively listens, thoughtfully considers all sides, and works together with stakeholders to find the optimal solution. Bottom line is that she has earned their trust. Her transparency and unwavering recognition that students are the focus helps bring communities together and work towards a common goal while meeting the needs of the diverse population.

This collaborative leadership allows her to handle not only competing priorities but also the challenge of rapid growth. She experienced rapid growth firsthand as the principal during the opening of PVA to relieve OPE and again with the rezoning of some PVA families to PIA. She witnessed the 70% increase in student population at PVA in just 3 years. Transitions are difficult for families and so are the issues arising from overcrowding. Jessica helped families handle the two transitions (i.e. OPE to PVA and PVA to PIA) by housing the incoming principals for OPE (as she transitioned to PVA) and PIA (as it was being built). She made the new principals visible to the families and gave them as a sense of security that the principals were working together to make the transition smooth and both schools successful. This act is an example of her servant leadership. Establishing procedures and policies, proactively and comprehensively communicating them, consistently applying them, and holding people accountable helped set the standards of behavior with the ever-changing landscaping and gave people a sense of consistency and security. They knew what to expect.

In conclusion, Jessica Richardson is exactly the person we need at the helm of St Johns County Schools. Her brand of servant leadership, impeccable organizational skills, levelheadedness, and unwavering desire to do what is best for our students will be key to leading us into a thriving future.

Respectfully,

A handwritten signature in cursive script that reads "Jill DAmato". The signature is written in dark ink and is positioned above the printed name.

Jill DAmato

March 18, 2025

To The School Board of St. Johns County Schools,

It is with the highest level of recommendation and confidence that I endorse Jessica Richardson for Superintendent of Schools for St. Johns County School District. Jessica is an extraordinary individual who embodies impressive knowledge of educational best practices. She has a profound commitment to children and the unique ability to lead people to achieve their best performance.

I had the privilege of working with Jessica for more than a decade at PVPV/Rawlings Elementary School. In my twenty three year career as an elementary school principal, Jessica was the best of the best. It didn't take long to see the results of her innate teaching talent, powerful intellect, and superior ability to lead. While working together, she became a teacher leader with differentiated instruction, literacy instruction, technology integration, MTSS/Response to Intervention process, project based learning, the implementation of the Marzano teacher evaluation tool, our school website and much more. She shared teaching practices with our teachers, parents, PTO, School Advisory and Community Partners as we were strengthening our community connections and developing a model "Partners in Education Program" for our school and District. She was instrumental with the merger of PVPV and M.K. Rawlings Elementary Schools and assisted with the associate teacher model when we were the Nocatee relief school and had over twenty associate teachers. Jessica was always committed to the success of our school beyond her classroom.

In my experience as a career educator, there were none finer than Jessica. She shared her successful ideas generously but never sought recognition. It was an honor to work with such an ethical, caring, and inspiring individual. While titles and credentials may fill a resume, they do not alone define an effective leader. Jessica's ability to genuinely connect and protect our district's culture of excellence is unmatched. St. Johns County has an amazing opportunity to have a high performing and gifted educator leading the District to greater heights.

Sincerely,


Kathleen Furness

Retired Principal, PVPV/Rawlings Elementary 1999-2016



Office of Academic Records

3300 West Camelback Road

Phoenix, AZ 85017-1097 (602) 639-7500 OPE ID: 00107400

Jessica C Richardson
2885 Sanctuary Blvd
Jacksonville Beach, FL 32250

DOB: 14/Apr

Current Enrollment

Program: Master of Education in Educational Administration

Status: Graduated

LDA: 9/7/2011

Withdrawal Date:

EDA-586B Internship in Educational Administration II 4.0 A 16.0

7/14/2011 to 9/7/2011

| Atmpt | Cmplt | Pts | GPA |
|-------|-------|-----|-----|
|-------|-------|-----|-----|

Cum: 40.0 40.0 160.00 4.000

TOTAL HOURS: 40.0

SAP Met

Credentials awarded for Master of Education in Education Administration
vb10 (4) enrollment

| Credential | Date Awarded |
|---|--------------|
| Master of Education in Educational Administration | 9/7/2011 |

***** END OF TRANSCRIPT *****

***** ISSUED: 07 March 2025 *****

EDA-534 Educational Administration Foundation 4.0 A 16.0
and Framework
6/3/2010 to 7/28/2010

Cum: 4.0 4.0 16.00 4.000 TOTAL HOURS: 4.0

EDA-575 Educational Leadership in a Changing 4.0 A 16.0
World
7/29/2010 to 9/22/2010

Cum: 8.0 8.0 32.00 4.000 TOTAL HOURS: 8.0

EDA-577 Data-Driven Decisions for School 4.0 A 16.0
Improvement
9/23/2010 to 11/17/2010

Cum: 12.0 12.0 48.00 4.000 TOTAL HOURS: 12.0
SAP Met

EDA-555 Legal Issues in Education 4.0 A 16.0
11/18/2010 to 1/26/2011

Cum: 16.0 16.0 64.00 4.000 TOTAL HOURS: 16.0

EDA-535 Public School Finance 4.0 A 16.0
1/27/2011 to 3/23/2011

Cum: 20.0 20.0 80.00 4.000 TOTAL HOURS: 20.0
SAP Met

EDA-551 Supervision and Instructional Leadership 4.0 A 16.0
3/24/2011 to 5/18/2011

Cum: 24.0 24.0 96.00 4.000 TOTAL HOURS: 24.0
SAP Met

EDA-561 Curriculum Development for School 4.0 A 16.0
Improvement
5/19/2011 to 7/13/2011

EDA-586A Internship in Educational Administration I 4.0 A 16.0
5/19/2011 to 7/13/2011

Cum: 32.0 32.0 128.00 4.000 TOTAL HOURS: 32.0

EDA-585 The Principalship 4.0 A 16.0
7/14/2011 to 9/7/2011

Jessica Richardson
slawsonbch@gmail.com

E. O'Brien
Erin O'Brien, Registrar



Office of Academic Records
3300 West Camelback Road, Phoenix, Arizona 85017
(602) 639-7500 www.gcu.edu

HISTORY

Grand Canyon College was chartered in 1949. In 1989, it became Grand Canyon University.

ACCREDITATION

Since 1968, the Higher Learning Commission of the North Central Association of Colleges and Schools accredits the University. The Association of Collegiate Business Schools and Programs accredits the Bachelor of Science degrees in Accounting, Business Administration, Entrepreneurial Studies, Finance and Economics, Marketing, and Sports Management, as well as the Master of Business Administration and Executive Master of Business Administration. The Arizona Department of Education approves the University to offer Institutional Recommendations (credentials) for the certification of elementary teachers, secondary teachers, special education teachers, and administrators. The Commission on Collegiate Nursing Education and the Arizona State Board of Nursing accredits the University for the Bachelor of Science in Nursing and Master of Science in Nursing degree. The Commission on Accreditation of Athletic Training Education accredits the Bachelor of Science in Athletic Training degree.

REPEAT POLICY

When a course has been repeated, the credit used in computing the grade point average is the grade and credit hours earned the last time the repeated course was taken.

TRANSCRIPT CODES

****** Retaken Course – Course has been retaken for credit

R* Retaken Override – Course can be taken multiple times for credit

DEGREES OFFERED

| | |
|-------------------------------------|-----------------------------------|
| Bachelor of Arts | Master of Public Administration |
| Bachelor of Business Administration | Master of Public Health |
| (prior to 2005) | Master of Science |
| Bachelor of Science | Doctor of Business Administration |
| Master of Arts | Doctor of Education |
| Master of Business Administration | Doctor of Philosophy |
| Master of Education | |

ACADEMIC CALENDAR

Students either enroll in three semesters or consecutive enrollment with no specific terms. One semester credit hour generally requires the equivalent of one 50-minute class period throughout the semester. Adaptation of this principle is sometimes employed, especially in laboratory or online courses.

COURSE NUMBERS

| | |
|-----------|---|
| 0 - 99 | Not accepted for credit |
| 100 - 299 | Lower division baccalaureate courses (freshman/sophomore) |
| 300 - 499 | Upper division baccalaureate courses (junior/senior) |
| 500 - 699 | Masters level courses |
| 700 - 999 | Doctoral level courses |
| 5000-5999 | Continuing Education courses |

ACADEMIC STANDING

Academic probation, suspension, and expulsion are noted on the academic record and transcript.

CREDIT

Grand Canyon University uses semester credits.

HONORS AND DISTINCTIONS

Academic honors are noted on the transcript.

CONVERTED RECORD

The University converted its records within the 2006 summer session. A student enrolled before Summer 2006 may have two records.

Graduate Grading Scale

| | | May 2011-present | 2009-April 2011 | 2006-2009 | 2005-2006 | |
|--------------|-----------|--|-----------------------|--------------|--------------|--------------|
| Letter Grade | GPA Value | CAS, KBCOB, COE, COT, CONBCP (non-nursing) | CONBCP (nursing), CDS | All Colleges | All Colleges | All Colleges |
| A | 4.0 | 93-100 | 97-100 | 95-100 | 95-100 | 95-100 |
| A- | 3.7 | 90-92 | 93-96 | 92-94 | 92-94 | 92-94 |
| B+ | 3.3 | 87-89 | 89-92 | 90-91 | 90-91 | 90-91 |
| B | 3.0 | 83-86 | 85-88 | 87-89 | 87-89 | 87-89 |
| B- | 2.7 | 80-82 | 81-84 | 84-86 | 84-86 | 84-86 |
| C+ | 2.3 | 77-79 | 78-80 | 80-83 | 80-83 | 80-83 |
| C | 2.0 | 70-76 | 76-77 | 76-79 | 76-79 | 76-79 |
| D | 1.0 | Not Used | Not Used | 72-75 | 72-75 | 72-75 |
| F | 0.0 | <70 | <76 | <72 | <72 | <72 |
| I | - | Used | Used | Used | Used | Used |
| W | - | Used | Used | Used | Used | Used |
| WF | 0.0 | Not Used | Not Used | Used | Used | Used |
| NF | 0.0 | Used | Used | Not Used | Not Used | Not Used |
| CR | - | Not Used | Not Used | Not Used | Used | Used |
| S | - | Not Used | Not Used | Not Used | Used | Used |
| U | - | Not Used | Not Used | Not Used | Used | Used |
| MW | - | Used | Used | Not Used | Not Used | Not Used |
| AW | - | Used | Used | Not Used | Not Used | Not Used |
| DW | - | Used | Used | Not Used | Not Used | Not Used |
| NR | - | Used | Used | Used | Used | Used |
| IP | - | Used | Used | Used | Used | Used |
| NA | - | Used | Used | Not Used | Not Used | Not Used |

Prior to 2006, point scale was faculty determined

Undergraduate Grading Scale

| | | May 2011-present | 2009-April 2011 | 2006-2009 | 2005-2006 | |
|--------------|-----------|--|-----------------------|--------------|--------------|--------------|
| Letter Grade | GPA Value | CAS, KBCOB, COE, COT, CONBCP (non-nursing) | CONBCP (nursing), CDS | All Colleges | All Colleges | All Colleges |
| A | 4.0 | 93-100 | 95-100 | 95-100 | 93-100 | 95-100 |
| A- | 3.7 | 90-92 | 92-94 | 92-94 | 90-92 | 92-94 |
| B+ | 3.3 | 87-89 | 90-91 | 90-91 | 87-89 | 90-91 |
| B | 3.0 | 83-86 | 87-89 | 87-89 | 83-86 | 87-89 |
| B- | 2.7 | 80-82 | 84-86 | 84-86 | 80-82 | 84-86 |
| C+ | 2.3 | 72-79 | 80-83 | 80-83 | 77-79 | 80-83 |
| C | 2.0 | 70-76 | 76-79 | 76-79 | 73-76 | 76-79 |
| C- | 1.7 | Not Used | Not Used | Not Used | 70-72 | Not Used |
| D+ | 1.3 | Not Used | Not Used | Not Used | 67-69 | Not Used |
| D | 1.0 | 60-69 | 72-75 | 72-75 | 63-66 | 72-75 |
| D- | 0.7 | Not Used | Not Used | Not Used | 60-62 | Not Used |
| F | 0.0 | <60 | <72 | <72 | <60 | <72 |
| I | - | Used | Used | Used | Used | Used |
| W | - | Used | Used | Used | Used | Used |
| WF | 0.0 | Not Used | Not Used | Used | Used | Used |
| NF | 0.0 | Used | Used | Not Used | Not Used | Not Used |
| CR | - | Used | Used | Used | Used | Used |
| S | - | Used | Used | Used | Used | Used |
| U | - | Used | Used | Used | Used | Used |
| MW | - | Used | Used | Not Used | Not Used | Not Used |
| AW | - | Used | Used | Not Used | Not Used | Not Used |
| DW | - | Used | Used | Not Used | Not Used | Not Used |
| NR | - | Used | Used | Used | Used | Used |
| IP | - | Used | Used | Used | Used | Used |
| NA | - | Used | Used | Not Used | Not Used | Not Used |

Prior to 2006, point scale was faculty determined

IN ACCORDANCE WITH THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, INFORMATION FROM THIS TRANSCRIPT MAY NOT BE RELEASED TO A THIRD PARTY WITHOUT WRITTEN CONSENT OF THE STUDENT UNLESS REQUESTED BY LAWFUL COURT ORDER.

UNIVERSITY OF NORTH FLORIDA

1 UNF Drive
Jacksonville, Florida 32224

PERMANENT ACADEMIC RECORD

The Family Educational Rights and Privacy Act of 1974 prohibits releasing this information to a third party without the student's written consent and requires disposal of said information to be done in a secure and non-compromising manner.

Student ID [REDACTED] Date of Birth: 14-APR

Date Issued: 05-MAR-2025

Page: 1

Record of: Jessica Charlene Richardson
Current Name: Jessica Charlene Richardson
Issued To: Jessica Richardson
Parchment Document ID: TELUSUBO

Course Level: Undergraduate
High School: Non-Florida H.S. 01 JUN-1995

Current Program

Not a Degree Program

College : University

Major : Non-Degree Seeking

Comments:

Completed a state approved performance-based and NCATE approved teacher education program at the bachelors level in Elementary Education (1-6).

Degrees Awarded Bachelor of Arts in Education 06-AUG-1995

Ehrs: 110.00 GPA-Hrs: 114.00 QPts: 367.80 GPA: 3.22

Primary Degree

Major : Elementary Education

Inst. Honors: Cum Laude

| SUBJ NO. | COURSE TITLE | CRED GRD | PTS R |
|----------|--------------|----------|-------|
|----------|--------------|----------|-------|

Institution Information continued:

| | | | |
|----------|--------------------|--------|------|
| MUH 2012 | Enjoyment Of Music | 3.00 C | 6.00 |
|----------|--------------------|--------|------|

| |
|---|
| Ehrs: 9.00 GPA-Hrs: 13.00 QPts: 15.90 GPA: 1.22 |
|---|

Academic Probation

Spring 1997

| | | | |
|----------|-------------------|--------|------|
| BSC 1033 | Curr Appls In Bio | 2.00 B | 6.00 |
|----------|-------------------|--------|------|

| | | | |
|----------|--------------------|--------|------|
| EDF 1005 | Intro To Education | 3.00 B | 9.00 |
|----------|--------------------|--------|------|

| | | | |
|----------|---------------------|--------|-------|
| LIT 2932 | G(6)Theme/Types Lit | 3.00 A | 12.00 |
|----------|---------------------|--------|-------|

| | | | |
|----------|----------------------|--------|------|
| MAC 1102 | G(M) College Algebra | 3.00 C | 6.00 |
|----------|----------------------|--------|------|

| | | | |
|----------|--------------------|--------|-------|
| MUT 1011 | Music Fundamentals | 3.00 A | 12.00 |
|----------|--------------------|--------|-------|

| | | | |
|----------|---------------------|--------|-------|
| SPC 2023 | Fundmntls Of Speech | 3.00 A | 12.00 |
|----------|---------------------|--------|-------|

| |
|--|
| Ehrs: 17.00 GPA-Hrs: 17.00 QPts: 57.00 GPA: 3.35 |
|--|

| SUBJ NO. | COURSE TITLE | CRED GRD | PTS R |
|----------|--------------|----------|-------|
|----------|--------------|----------|-------|

TRANSFER CREDIT ACCEPTED BY THE INSTITUTION:

FL1995SP1996

Catawba College

| | | |
|---|----------------------|---------|
| ENC 1101 | Rhtrc & Comp I | 3.00 B+ |
| ENC 1102X | Rhtrc & Comp II | 3.00 B+ |
| NON 1101 | Info & Tech | 1.00 NC |
| XFR 1101 | Bioscience | 4.00 C+ |
| XFR 1110 | Undrstndg Comm Arts | 3.00 B+ |
| XFR 1121 | Foundations Civ I | 4.00 B |
| XFR 1122 | Found Of Civ II | 4.00 A- |
| XFR 2010 | Rel Trd In Amer Cult | 3.00 A- |
| XFR 2011 | Interm Spanish I | 3.00 B+ |
| XFR 2012 | Interm Spanish II | 3.00 C |
| XFR 2201 | Survey Amer Hist I | 3.00 B |
| Ehrs: 33.00 GPA-Hrs: 33.00 QPts: 101.70 GPA: 3.08 | | |

INSTITUTION CREDIT:

| | | | |
|-----------|---------------------|---------|------|
| Fall 1996 | | | |
| FOL 2930 | Beginning Arabic I | 4.00 W | 0.00 |
| HSA 4170 | Health Care Finance | 3.00 D | 3.00 |
| LIT 4093 | Contemporary Lit | 3.00 C+ | 6.90 |
| MAC 1132 | G(M)Precalculus | 4.00 F | 0.00 |

***** CONTINUED ON NEXT COLUMN *****

Academic Probation

Summer 1997

| | | | |
|----------|---------------------|--------|------|
| PHI 2010 | G(3)Intro To Philos | 3.00 B | 9.00 |
|----------|---------------------|--------|------|

| |
|---|
| Ehrs: 3.00 GPA-Hrs: 3.00 QPts: 9.00 GPA: 3.00 |
|---|

Good Standing

Fall 1997

| | | | |
|----------|----------------------|--------|------|
| DEP 2100 | Foundtns Child Psych | 3.00 C | 6.00 |
|----------|----------------------|--------|------|

| | | | |
|----------|----------------------|--------|------|
| EDG 2701 | Engg Diverse Populat | 3.00 C | 6.00 |
|----------|----------------------|--------|------|

| | | | |
|----------|-----------------------|--------|-------|
| EME 2040 | Inter Ed Technologies | 3.00 A | 12.00 |
|----------|-----------------------|--------|-------|

| | | | |
|----------|-------------------|---------|-------|
| GEO 2420 | Cultural Geogrpby | 3.00 A- | 11.10 |
|----------|-------------------|---------|-------|

| | | | |
|----------|------------------|---------|------|
| MGF 1212 | G(M) Finite Math | 3.00 B+ | 9.90 |
|----------|------------------|---------|------|

| | | | |
|----------|---------------------|--------|------|
| SYG 2013 | CD-Sex Race & Class | 3.00 B | 9.00 |
|----------|---------------------|--------|------|

| |
|--|
| Ehrs: 18.00 GPA-Hrs: 18.00 QPts: 54.00 GPA: 3.00 |
|--|

Good Standing

Spring 1998

| | | | |
|----------|----------------------|--------|-------|
| ARE 4313 | Art Methods:Elem Tch | 3.00 A | 12.00 |
|----------|----------------------|--------|-------|

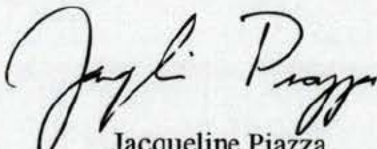
| | | | |
|----------|----------------|---------|------|
| EDF 3151 | Nature Learner | 3.00 C+ | 6.90 |
|----------|----------------|---------|------|

| | | | |
|----------|-------------|--------|------|
| EDF 3945 | Field Lab-I | 2.00 A | 8.00 |
|----------|-------------|--------|------|

| | | | |
|----------|----------------------|---------|-------|
| EDG 3323 | The Learning Process | 3.00 A- | 11.10 |
|----------|----------------------|---------|-------|

| | | | |
|----------|-------------------|--------|------|
| MAE 2801 | G(M)Math Elem Tch | 3.00 C | 6.00 |
|----------|-------------------|--------|------|

***** CONTINUED ON PAGE 2 *****


Jacqueline Piazza

Interim University Registrar

UNIVERSITY OF NORTH FLORIDA

1 UNF Drive
Jacksonville, Florida 32224

PERMANENT ACADEMIC RECORD

The Family Educational Rights and Privacy Act of 1974 prohibits releasing this information to a third party without the student's written consent and requires disposal of said information to be done in a secure and non-compromising manner.

Student ID [REDACTED]

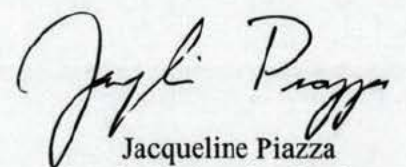
Date of Birth: 14-APR

Date Issued: 05-MAR-2025

Record of: Jessica Charlene Richardson
Level: Undergraduate

Page: 2

| SUBJ NO. | COURSE TITLE | CRED | GRD | PTS | R | SUBJ NO. | COURSE TITLE | CRED | GRD | PTS | R |
|--|-----------------------|-------|-----|-------|---|--------------------------------------|----------------------|-------------|-----------|--------|------|
| Institution Information continued: | | | | | | Institution Information continued: | | | | | |
| MUE 4210 | Music Methods:Elem | 3.00 | A | 12.00 | | Ehrs: 3.00 | GPA-Hrs: 3.00 | QPts: 12.00 | GPA: 4.00 | | |
| Ehrs: 17.00 GPA-Hrs: 17.00 QPts: 56.00 GPA: 3.29 | | | | | | Good Standing | | | | | |
| Good Standing | | | | | | Fall 2001 | | | | | |
| Summer 1998 | | | | | | EDF 6607 | Education In America | 3.00 | A | 12.00 | |
| EDG 4326 | Assmt Of Lng & Behav | 3.00 | A | 9.00 | | Ehrs: 3.00 | GPA-Hrs: 3.00 | QPts: 12.00 | GPA: 4.00 | | |
| EDG 4416 | Clstrm Managmt Commun | 3.00 | A | 9.90 | | Good Standing | | | | | |
| MAE 3814 | Math Enhan Elem Tchr | 2.00 | A | 8.00 | | ***** TRANSCRIPT TOTALS ***** | | | | | |
| RED 3310 | Reading Methd I:Elem | 3.00 | A | 12.00 | | Earned Hrs | | GPA Hrs | Points | GPA | |
| Ehrs: 11.00 GPA-Hrs: 11.00 QPts: 38.90 GPA: 3.54 | | | | | | TOTAL INSTITUTION | | 116.00 | 120.00 | 391.80 | 3.27 |
| Dean's List | | | | | | TOTAL TRANSFER | | 33.00 | 33.00 | 101.70 | 3.08 |
| Good Standing | | | | | | OVERALL | | 149.00 | 153.00 | 493.50 | 3.23 |
| Fall 1998 | | | | | | ***** END OF TRANSCRIPT ***** | | | | | |
| EDE 3940 | Intgrted Lrng Environ | 3.00 | A | 12.00 | | | | | | | |
| EDF 3946 | Field Lab-Ii | 2.00 | A | 8.00 | | | | | | | |
| LAE 3314 | Lang Art Method:Elem | 3.00 | A | 12.00 | | | | | | | |
| MAE 3312 | Math Methods:Elem | 3.00 | A | 12.00 | | | | | | | |
| SCE 3310 | Sci Methods:Elem | 3.00 | A | 12.00 | | | | | | | |
| SSE 3313 | Soc Study Mthds:Elem | 3.00 | A | 12.00 | | | | | | | |
| Ehrs: 17.00 GPA-Hrs: 17.00 QPts: 68.00 GPA: 4.00 | | | | | | | | | | | |
| Dean's List | | | | | | | | | | | |
| Good Standing | | | | | | | | | | | |
| Spring 1999 | | | | | | | | | | | |
| EDE 4943 | Pract Ii: St Intern | 12.00 | A | 48.00 | | | | | | | |
| Ehrs: 12.00 GPA-Hrs: 12.00 QPts: 48.00 GPA: 4.00 | | | | | | | | | | | |
| Dean's List | | | | | | | | | | | |
| Good Standing | | | | | | | | | | | |
| Summer 1999 | | | | | | | | | | | |
| HSC 3301 | Hlth/Mov Ed:Elem Sch | 3.00 | A | 12.00 | | | | | | | |
| RED 3311 | Reading Mthd Ii:Elem | 3.00 | B | 9.00 | | | | | | | |
| Ehrs: 6.00 GPA-Hrs: 6.00 QPts: 21.00 GPA: 3.50 | | | | | | | | | | | |
| Good Standing | | | | | | | | | | | |
| Fall 2000 | | | | | | | | | | | |
| EDF 6480 | Found Ed Rsch:Elem | 3.00 | A | 12.00 | | ***** CONTINUED ON NEXT COLUMN ***** | | | | | |
| | | | | | | | | | | | |


Jacqueline Piazza
Interim University Registrar

UNIVERSITY OF NORTH FLORIDA
THE OFFICE OF THE REGISTRAR
TRANSCRIPT GUIDE

THE CALENDAR YEAR:

Effective Fall 2005, all quarter hours were converted to semester hours.

Three Semesters:

Fall and Spring - approximately 16 weeks including examinations.

Summer - includes two terms of approximately 6 weeks each and one term of approximately 12 weeks.

Students may enter the University at the beginning of any term.

UNIVERSITY ADMISSION: The University of North Florida is a four-year institution offering associate, bachelor, master, and doctoral programs.

THE UNIT OF CREDIT: From 1972 through Summer Term 1981, the unit of credit is expressed in quarter hours. Effective Fall Term 1981, the unit of credit for course work is the semester hour. All cumulative totals for students who have attended under both types of credit are expressed in semester hours. A semester hour represents one hour of class work, per week for one semester or its equivalent in another form of instruction.

MINIMUM DEGREE REQUIREMENTS: Students who graduated prior to Fall 1981 were required to earn 180 quarter hours for a bachelor's degree. Beginning Fall Term 1981, a total of 120 semester hours minimum are required to earn the bachelor's degree. A grade point average of 2.00 is required (2.50 for College of Education and Human Services). Some degree programs require additional hours for graduation; see the appropriate college section of the University Catalog for specific requirements.

COURSE NUMBERS: 1000-2999 are lower level undergraduate courses; 3000-4999 are upper level undergraduate courses; 5000-6999 are graduate courses; 7000-7999 are doctoral level courses.

STUDENT IS IN GOOD ACADEMIC STANDING AND IS ELIGIBLE to re-register unless otherwise specified on the transcript. Disciplinary notations are NOT included. Questions concerning such matters should be directed to the Vice President of Student Affairs.

CONDITIONS OF RELEASE: In accordance with Federal Law, this transcript is provided with the condition that no other party have access to the information without the written consent of the student and that disposal be in a secure and non-compromising manner.

Grade Forgiveness: Undergraduate, degree-seeking students attempting their first baccalaureate degree may improve their GPA by repeating a course and requesting that the repeated grade be counted in GPA calculation. Only two such requests are available to any student during his/her undergraduate, UNF career. The repeated course must be the same course taken previously and must be completed at UNF. Once Grade Forgiveness has been granted, it may not be revoked nor transferred to another course. Grade Forgiveness is indicated by the symbol "***" appearing immediately before the letter grade of the course that is being forgiven. The policy affects UNF's GPA calculations only. The policy does not alter the permanent record; all attempts for a given course and all grades will remain on the transcript.

GRADING SCALE: Letter grades are assigned for all courses. The grade/quality points awarded for each hour of credit earned are stated below. Effective Fall 1995, the grading system was expanded to include plus and minus grades.

| Letter Grade | Quality Comment | Grade/Quality Points |
|--------------|---|----------------------|
| A | Excellent | 4.0 |
| A- | Excellent | 3.7 |
| B+ | Above Average | 3.3 |
| B | Above Average | 3.0 |
| B- | Above Average | 2.7 |
| C+ | Satisfactory | 2.3 |
| C | Satisfactory | 2.0 |
| D | Below Average | 1.0 |
| F | Unsatisfactory | 0.0 |
| FA | Unsatisfactory - Administratively assigned | 0.0 |
| P | Satisfactory | Not computed |
| S | Satisfactory | Not computed |
| U | Unsatisfactory | Not computed |
| I | Incomplete (may be changed) (given to students who are processing satisfactorily and who, for valid reasons determined by the professor, could not complete the work of a course within the term.) | Not computed |
| X | Audit | No Credit |
| IP | In Progress | Not computed |
| W | Withdrawal | Not computed |
| WA | Administrative Withdrawal | Not computed |
| WP | Withdrawal after posted deadline progressing satisfactorily | Not computed |
| WF | Withdrawal after posted deadline not progressing satisfactorily | 0.0 |
| WM | Medical Withdrawal | Not computed |
| WR | Withdrawal Refund | Not computed |
| WS | Military Service Withdrawal | Not computed |
| WC | Complete Withdrawal | Not computed |
| NR | Grade not received in time for processing by the Office of the Registrar | Not computed |
| NG | No Credit Grade | Not computed |

Repeats Without Grade Forgiveness: Students may repeat courses without using the forgiveness policy. Both the original and the repeated grades will be used by UNF in the computation of the GPA, but only credit for the last attempt will apply toward graduation. A course repeated without grade forgiveness is indicated by the symbol "A" (course repeated and included in GPA) or "I" (included in earned hours and GPA), beneath the "R" column. (Prior to Fall 1985, all repeats were treated as grade forgiveness and only the last attempt counted in the GPA).

Term Forgiveness: Undergraduate, degree-seeking students seeking their first baccalaureate degree may request term forgiveness for an entire term in which they performed unsatisfactorily due to personal or financial issues. The transcript will note "Term Forgiveness" for the requested term and use the symbol "***" immediately before the letter of the grade of the course that is being forgiven. The original grades will remain on the transcript. None of the courses will count toward graduation.

State of Florida Department of Education

EDUCATOR CERTIFICATE

This Certifies That

JESSICA CHARLENE RICHARDSON

*Has satisfactorily completed all requirements of Florida Statutes and
State Board of Education Rules for the coverages or endorsements listed below:*

PROFESSIONAL
PROFESSIONAL
PROFESSIONAL

PROFESSIONAL
PROFESSIONAL

ELEMENTARY EDUCATION
EDUCATIONAL LEADERSHIP
ENGLISH FOR SPEAKERS OF OTHER
LANGUAGES
SCHOOL PRINCIPAL
EXCEPTIONAL STUDENT EDUCATION

GRADES 1-6
ALL LEVELS
ENDORSEMENT

ALL LEVELS
GRADES K-12

07/01/2016 - 06/30/2026
07/01/2016 - 06/30/2026
07/01/2016 - 06/30/2026

07/01/2016 - 06/30/2026
01/26/2024 - 06/30/2026

Department of Education Number 816532

Paul O. Burns
Chancellor of Public Schools

3023045

Manny Diaz, Jr.
Commissioner of Education

Issued: January 26, 2024

