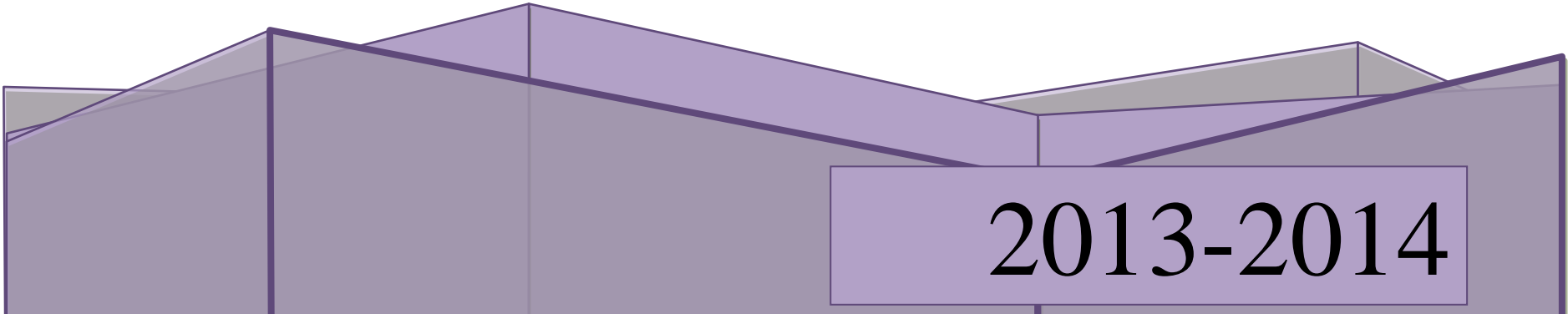


Florida Department of Education

# Technical Assistance Guide for Adult High Schools 2013-2014



2013-2014

## *TECHNICAL ASSISTANCE GUIDE for ADULT HIGH SCHOOLS*

This paper was updated with input from the AHS Standing Committee. Thank you to the following individuals who took the time to assist in the development and review of this paper.

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## ADULT HIGH SCHOOL PROGRAM GUIDELINES

The Adult High School (AHS) program enables an adult no longer enrolled in public education to complete the required courses and state assessments to earn a standard high school diploma. Course requirements are in accordance with standards established by the state. A program of instruction for both traditional and co-enrolled AHS students shall be based on the State of Florida adult education frameworks, the Next Generation Sunshine State Standards and the Common Core State Standards. Instructional methodologies may include, but are not limited to, traditional lecture instruction, competency and performance-based adult education, distance learning and computer-assisted instruction.

Adult General Education programs are authorized by Section 1004.01, F.S., and Section 1004.93, F.S. The State of Florida AHS course curriculum frameworks, as established by Section 1004.92, F.S., provide a minimum set of standards to be used by all facilitators delivering AHS education. AHS education includes both adult high school diploma programs and co-enrollment courses of study. Students in the AHS program must meet all state and local requirements for graduation unless otherwise noted in this Guide. See the requirements below for the co-enrollment program.

*\*All Florida Statutes in their entirety can be found at [www.leg.state.fl.us](http://www.leg.state.fl.us).*

## ENROLLMENT CRITERIA

**Criteria for enrolling into an AHS program states that the student:**

1. Does not possess a high school or state-approved diploma
2. Is 16 years of age or older except where provided elsewhere in law
3. Is officially withdrawn from an elementary or secondary program

## Co-enrolled Students

A co-enrolled student is one who is currently enrolled in a high school program, and is taking high school core credit courses through adult education. Appropriate documentation, as specified by the institution, shall be obtained prior to enrollment. The 2013 legislature amended Section 1011.80 10, F.S., for the AHS co-enrollment program for 2013-14. The legislation removed the expiration date for the program.

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K-12 students may be enrolled in the co-enrollment program offered through district and college AHS programs; however, students may only be reported for funding under the following circumstances:

- Co-enrolled students entering a course beginning July 1, 2013, are limited to two core curricular courses per year. The course list is available at [http://www.fldoe.org/workforce/dwdframe/ad\\_frame.asp](http://www.fldoe.org/workforce/dwdframe/ad_frame.asp).
- Student enrollment is limited to core curricula courses for credit recovery or dropout prevention.
- Students must not have a pattern of excessive absenteeism or habitual truancy, or a history of disruptive behavior.

Students enrolled in the co-enrollment program are exempt from the payment of the block tuition for adult education programs.

Co-enrollment programs are state funded only as allocated by the Florida Legislature, and no federal Adult Education and Family Literacy Act (AEFLA) funds may be used to support instruction and/or any activity, supplies or resources used in the delivery of the courses. Enrollments and completions may not be included in NRS reporting or AEFLA grant performance target estimates.

It is suggested that a co-enrolled form signed by the host school counselor, the principal, the student, and the student's parent(s) or guardian be presented at the time of registration. **Co-enrolled students are not required to take a state-approved assessment before taking academic classes in adult education.**

Collaboration between the high school guidance counselor, parents, and the adult high school representative can serve as a primary factor in recruitment and retention of students in both programs and ensure credits earned are properly recorded in the students' permanent records at their home schools.

### TUITION AND OUT-OF-STATE FEES

As of July 1, 2011, all adult education programs are required to charge the following tuition and out-of-state fees, per Section 1009.22, F.S. Students who enrolled prior to that date and have remained continuously enrolled in an adult education program, remain fee exempt.

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### **Tuition for students who have resided in Florida for twelve (12) months or more:**

- \$45.00 block tuition rate for each half year in a program year (July 1 - June 30)
- \$30.00 block tuition rate for each term in a program year (July 1 - June 30)

### **Tuition plus fees for students who have not resided in Florida for twelve (12) months or more:**

- Tuition plus an out-of-state fee
- Out-of-state fee: \$135.00 per half year or \$90.00 per term
- Total tuition plus out-of-state fee: \$180.00 per half year or \$120.00 per term

### **Residency for Tuition Purposes**

Districts and colleges must use the criteria identified in Section 1009.21, F.S., to determine residency status for tuition purposes. The Florida Department of Education (FLDOE) Articulation Coordinating Committee produces the *Residency for Tuition Purposes* technical assistance paper that can be found at <http://www.fldoe.org/workforce/technicalassistancepapers.asp>. Residency for tuition purposes must be determined for students whose initial enrollment occurred on or after July 1, 2011.

## **ACCOUNTABILITY AND REPORTING**

### **Literacy Completion Point (LCP)**

Adult education programs can achieve a Literacy Completion Point (LCP) when the AHS student has successfully demonstrated mastery of the curriculum framework competencies needed to earn a half-credit in an academic discipline. The performance funding previously available from the state was not funded for 2013-2014. However, LCPs will still be reported to the state. LCPs are used for a variety of purposes at the state level and local level. It is uncertain at this time if this funding will be reinstated during the 2014 legislative session.

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## Reporting Program Numbers for Adult High School and Co-Enrolled Students

Students, who are solely enrolled in a district “Adult High School Program”, must be reported under the adult education program number **9900010** for the adult education course(s), and the standard high school course number from the Course Code Directory found at <http://www.fldoe.org/articulation/CCD/>. College adult education programs reporting AHS students should use the CIP number **1532010202**.

The instruction should be consistent with the secondary course descriptions. The course descriptions define content standards for all subject area and grades K-12. Students who are co-enrolled must be reported under the program “Adult High School for Co-Enrolled Students” using the program number **9900099** and must report the appropriate course number. The credit from the adult education course(s) can be transferred to grades 9-12 secondary programs for a particular course of instruction for the co-enrolled student. School districts should refer to Appendix R, of the Workforce Development Information Services (WDIS) Data Base Handbook, and Community Colleges should refer to Appendix A in Community College Data Dictionaries for specific reporting procedures (<http://fldoehub.org/cctcmis/pages/nrs.aspx> ).

**TABLE 1**

<i><b>ADULT HIGH SCHOOL CREDIT MATRIX</b></i>			
<b>High School Credit Program</b>	<b>Course Number</b>	<b>Mastery of Performance Standards Output Measure</b>	<b>Literacy Completion Point (LCP)</b>
Adult High School	Adult Education AHS program number 9900010 and the secondary course number	Secondary Course Descriptions and the Adult Education Framework for Adult High School	.5 half-credit
Adult High School for Co-enrolled Program	Adult Education Co-enrolled program number 9900099 & secondary course number	Secondary Course Descriptions and the Adult Education Framework for High School Co-Enrolled	.5 half-credit

## GRADUATION REQUIREMENTS

The AHS program provides courses of study leading to completion of credits and passing state-mandated assessments necessary to qualify for a standard high school diploma. Except as provided elsewhere in law, the graduation requirements for adults shall be the same as those for secondary students. Section 1003.43 (6), F.S., which included exemptions for students enrolled in program number 9900010, was repealed by the 2013 Florida legislature. However, it should be noted that the exemptions were still in statute up to 2013-2014 school year when determining graduation requirements.

The exemptions included the following:

- The one credit in physical education required for graduation is not required for graduation and shall be substituted with elective credit keeping the total credits needed for graduation.
- Each district school board may waive the laboratory component of the science requirement when such facilities are inaccessible or do not exist.
- Any course listed within the Department of Education Course Code Directory in the areas of art, dance, drama, or music may be undertaken by adult secondary education students. The one credit in performing fine arts required for high school graduation is not required for graduation and shall be substituted with an elective credit that is consistent with the total credits needed for graduation.

For students who first enter AHS in 2013-2014 and their 9<sup>th</sup> grade cohort group has already graduated, their graduation requirements would be based on the 9<sup>th</sup> grade cohort group for 2010-2011. For students entering AHS in 2016-2017 and their cohort group has already graduated their graduation requirements would be based on the 9<sup>th</sup> grade cohort group of 2013-2014. The exemptions would not be available for that cohort of students unless these exemptions are reinstated in future legislation. If a student leaves the K-12 system and enrolls in AHS before his 9<sup>th</sup> grade cohort group graduates, he would follow the requirements of his 9<sup>th</sup> grade cohort group.

To obtain a standard adult high school diploma, a student must earn the required 24 credits and successfully complete all state required assessments (Florida Comprehensive Assessment Test, or a recognized concordant score as specified in Section 1008.24 10, F.S., End of Course Assessments and/or PERT Mathematics). A cumulative GPA of 2.0 on a 4.0 scale is required for all adult education students.



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AHS follows the same course requirements and state assessments as those required in the K-12 system. However, there are some exceptions.

- Students who enter an AHS are not required to take the EOC assessment for Algebra 1 if credit for this course was earned and documented on their transcript prior to 2010 – 2011.
- Students who enter an AHS are not required to take the EOC assessment for Biology 1 and/or Geometry, if credit for these courses was earned and documented on their transcripts prior to 2011-2012.
- The adult education system is not subject to certain college readiness accountability requirements related to the K-12 system, (Section 1008.30 F.S., Rule 6A-10.0315, F.A.C.).
- The 2013-2014 EOC testing schedule is available at <http://www.fldoe.org/asp/schedule.asp> .
- The K-12 system required that individual EOC assessment scores be included in the final course grade computation during the first year of an EOC implementation. This did not apply to AHS as this data was used for purposes relevant only to the K-12 system. Beginning in 2013-2014, it is required that the results from all EOC assessments count as 30% of the students' final grades. Please use the charts in this guide to determine how each cohort group is impacted by the EOC and PERT Math assessment requirements.

# TECHNICAL ASSISTANCE GUIDE for ADULT HIGH SCHOOLS

## Determining Graduation Requirements for Adult Education Students (SBR 6A-6.020)

To determine graduation requirements for AHS students who are not enrolled in the K-12 educational system, the following shall apply:

- (1) Students entering AHS, whose 9<sup>th</sup> grade cohort group has not graduated, must meet the graduation requirements based on the year that the student entered the 9<sup>th</sup> grade. The following chart can be accessed at: <http://www.fldoe.org/bii/studentpro/grad-require.asp>.
- (2) Students whose cohort group has graduated must follow the graduation requirements as listed in the following chart. Students entering AHS after their 9<sup>th</sup> grade cohort has graduated, or who are not a part of a 9<sup>th</sup> grade cohort (from another country, never entered high school, etc.), must meet the current 12<sup>th</sup> grade cohort graduation requirements that are in effect for the year they enter AHS:

Subject Area 24 credits GPA 2.00 on 4.0 Scale	Students Entering AHS in 2013-2014 (2010-11 9 <sup>th</sup> Gr. Cohort)	Students Entering AHS in 2014-2015 (2011-12 9 <sup>th</sup> Gr. Cohort) One course online <sup>1</sup>	Students Entering AHS in 2015-2016 (2012-13 9 <sup>th</sup> Gr. Cohort) One Course Online <sup>1</sup>	Students Entering AHS in 2016-2017 (2013-2014 9 <sup>th</sup> Gr. Cohort) One Course Online <sup>1</sup>
<b>English</b>	4 credits with major concentration in composition, reading for information, and literature	4 credits with major concentration in composition, reading for information, and literature	4 credits with major concentration in composition, reading for information, and literature	4 credits with major concentration in composition, reading for information, and literature
<b>Math</b>	4 credits, one of which must be Algebra 1 or its equivalent or a higher-level math course, and one of which must be Geometry or its equivalent	4 credits, one of which must be Algebra 1 or its equivalent or a higher-level math course, and one of which must be Geometry or its equivalent	4 credits, one of which must be Algebra 1 or its equivalent, and one of which must be Geometry or its equivalent,	4 credits, one of which must be Algebra 1 or its equivalent, and one of which must be Geometry or its equivalent.
<b>Science</b>	3 credits Science, two of which must have a laboratory component <sup>2</sup>	3 credits in science, two of which must have a laboratory component <sup>2</sup> and one of which must be Biology 1, or an equivalent course or a series of courses	3 credits in science, two of which must have a laboratory component <sup>2</sup> and one of which must be Biology 1, or an equivalent course or a series of courses	3 credits in science, two of which must have a laboratory component and one of which must be Biology 1, or an equivalent course or a series of courses

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Subject Area 24 credits GPA 2.00 on 4.0 Scale	Students Entering AHS in 2013-2014 (2010-11 9 <sup>th</sup> Gr. cohort)	Students Entering AHS in 2014-2015 (2011-12 9 <sup>th</sup> Gr. cohort) One course online <sup>1</sup>	Students Entering AHS in 2015-2016 (2012-13 9 <sup>th</sup> Gr. cohort) One Course Online <sup>1</sup>	Students Entering AHS in 2016- 2017 (2013-2014 9 <sup>th</sup> Gr. Cohort) One Course Online <sup>1</sup>
<b>Social Studies</b>	1 credit World History 1 credit US History .5 credit US Govt. .5 credit Economics <sup>3</sup>	1 credit World History 1 credit US History .5 credits US Govt. .5 credit Economics <sup>3</sup>	1 credit World History 1 credit US History .5 credits US Govt. .5 credit Economics <sup>3</sup>	1 credit World History 1 credit US History .5 credits US Govt. .5 credit Economics <sup>3</sup>
<b>Fine/Performing Arts</b>	Not required, substitute with elective credits	Not required, substitute with elective credits	Not required, substitute with elective credits	TBA, substitute with elective credits
<b>Physical Education</b>	Not required, substitute with elective credits	Not required, substitute with elective credits	Not required, substitute with elective credits	TBA, substitute with elective credits
<b>Electives</b>	10 credits	10 credits	10 credits	10 credits
<b>State Assessment Requirement</b>	<p>Passing scores on the Grade 10 FCAT 2.0 Reading or scores on a standardized test that is concordant with passing scores on the FCAT (ACT or SAT) Must take Algebra 1 EOC assessment in order to earn course credit.</p> <p>Exception to following cohort requirements, any student taking U.S. History or Honors must take the EOC assessment with results counting as 30% of final grade.<sup>4</sup></p>	<p>Passing scores on Grade 10 FCAT 2.0 Reading or scores on a standardized test that is concordant with passing scores on the Grade 10 FCAT 2.0 Reading Must take and pass Algebra I EOC assessment or earn the PERT Math comparative score to earn course credit Must take Biology 1 and Geometry EOC to receive final grade.</p> <p>Exception to following cohort requirements, any student taking U.S. History or Honors must take the EOC assessment with results counting as 30% of final grade.<sup>4</sup></p>	<p>Passing scores on Grade 10 FCAT 2.0 Reading or scores on a standardized test that is concordant with passing scores on the Grade 10 FCAT 2.0 Reading Must take and pass Algebra I EOC assessment or earn the PERT Math comparative score to earn course credit.</p> <p>Must take Biology 1 and Geometry EOC assessment to receive final grade</p> <p>Must take U.S. History or History Honors EOC assessment and results count as 30% of final grade.<sup>4</sup></p>	<p>Passing scores on Grade 10 FCAT 2.0 Reading or scores on a standardized test that is concordant with passing scores on the Grade 10 FCAT 2.0 Reading. Must take and pass the Algebra 1 EOC or earn the PERT Math comparative score and final grade must include 30% of Algebra 1 EOC /PERT assessment results. Must take and pass to earn a standard high school diploma.</p> <p>Must take U.S. History or U.S. History Honors, Biology 1, and Geometry EOCs and results count as 30% of final grade.</p>

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### Special Notes:

<sup>1</sup>At least one course within the 24-credit program must be completed through online learning.

<sup>2</sup>School board may waive lab component if not available

<sup>3</sup>Must include financial literacy

<sup>4</sup>In year 2012-2013, the U.S. History EOC was required for all students taking the course regardless of grade level (not tied to cohort). In following the “Determining Adult Education Graduation Requirements,” students entering adult education in 2013-2014 or currently enrolled will be required to take the U.S. History EOC assessment when taking the course, with results counting as 30% of the final grade.

The previous law that required the 2012-2013 cohort of students to pass the Geometry and Biology 1 EOC assessment was eliminated in Senate Bill 1076. Now students must take the EOC assessments, but the results count as 30% of the final grade.

### Graduation Requirements for Florida’s Statewide Assessments\*

Passing scores for the FCAT and acceptable concordant scores for the ACT and SAT, and EOC assessments and PERT Math assessment where required, are listed at <http://fcat.fldoe.org/pdf/fcatpass.pdf>. Section 1008.24, F.S., does not impose any requirements regarding the number of attempts, if any, on FCAT, before a concordant score may be applied. If a student enrolls in AHS and his or her 9<sup>th</sup> grade cohort group has graduated, his/her graduation requirements will be determined by the passing scores in effect for the current graduating class.

### Adult Education Students Whose 9<sup>th</sup> Grade Cohort Group Has Not Graduated

**FCAT 2.0 and Florida End of Course Assessments-** For students entering 9<sup>th</sup> grade in the 2010-11 school year and thereafter, the passing score assessments required for high school graduation or for course credit is the minimum scale score in Achievement Level three. Students entering 9<sup>th</sup> grade in the 2010-11 school year, and thereafter, must pass the 10<sup>th</sup> grade FCAT 2.0 Reading for graduation purposes until the state transitions to a Common Core 10th grade English Language Arts (ELA) assessment, after which time a student must pass the ELA assessment in order to earn a standard high school diploma.

Students must pass the Algebra 1 EOC assessment or attain the PERT math comparative assessment score to earn high school credit. Beginning with the 2013-2014 school year, the students’ EOC assessment results count as 30% of the student’s final grade for Algebra 1, Geometry, Biology 1, and U.S. History. The State Board of Education established achievement levels for FCAT 2.0 Reading and the Algebra 1 EOC assessment on December 9, 2011. The State Board established achievement levels for the Biology 1 and Geometry

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EOC assessments on December 12, 2012. Table 2 shows the passing score for each assessment depending on the year students entered the 9<sup>th</sup> grade. The PERT Math comparative score was adopted by the State Board of Education in September, 2013

**Table 2: Passing Scores for the Required/Comparative Assessments**

Assessment	Year Student Entered Grade 9			
	2009-2010	2010-2011	2011-2012	2012-2013 and beyond
FCAT 2.0 Reading	241*	245	245	245
FCAT Mathematics	1889 (scale score of 300) or above	N/A	N/A	N/A
Algebra 1 EOC Assessment	N/A	N/A	399 or above	399 or above
Postsecondary Education and Readiness Test (PERT)	N/A	N/A	97 or above	97 or above
Biology 1 Assessment	N/A	N/A	N/A	395 or above
Geometry EOC Assessment	N/A	N/A	N/A	396 or above

\*Students who participated in the Spring 2011 Grade 10 FCAT 2.0 Reading assessment received scores called FCAT Equivalent Scores that were reported on the FCAT score scale, and the passing score was 1926 (scale score of 300). This is concordant (or comparable) to a score of 241 on the FCAT 2.0.

**Retaking the Statewide Assessments**—Students can retake Grade 10 FCAT 2.0 Reading each time the test is administered until achieving a passing score.

Beginning with students entering grade 9 in the 2011-2012 school year, students and adults who have not yet received the required passing score of 399 on the Algebra I EOC may earn a comparative passing score of at least a 97 on the Math portion of the Postsecondary Education Readiness Test (PERT).

**Concordant Scores Option-** A student can also meet graduation requirements by receiving a score comparable to the FCAT or FCAT 2.0 passing score on either the ACT or SAT. FCAT concordant scores were set in 2003 and revised in 2009. FCAT 2.0 concordant scores for students entering grade 9 in 2010-11 and after were established in January 2013. Even if they have achieved a concordant score before the grade 10 assessment, all students enrolled in grade 10 are required to participate in the statewide assessments in accordance with s.1008.22, F.S. Table 3 shows the concordant scores students must achieve based on the year they entered the 9<sup>th</sup> grade. Additional guidance regarding FCAT concordant scores is posted at <http://www.fldoe.org/BII/studentpro/resources.asp>.

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**Table 3: Concordant Scores by Graduation Year**

	Reading		Mathematics
	2009-10	2010-11 And beyond	2009-10 and earlier
<b>FCAT</b>	N/A	N/A	1889 (scale score of 300)
<b>FCAT 2.0</b>	241*	245	N/A
<b>SAT</b>	420	430	340
<b>ACT</b>	18	19	15

\*Students who participated in the Spring 2011 Grade 10 FCAT 2.0 Reading assessment received scores called FCAT Equivalent Scores that were reported on the FCAT score scale, and the passing score was 1926 (scale score of 300). This is concordant (or comparable) to a score of 241 on the FCAT 2.0.

The option of substituting a concordant passing score at any time became available to students who had not passed the FCAT on July 1, 2010. Prior to July 1, 2010, students were required to take the FCAT at least three times without passing in order to use the concordant scores. All enrolled 10th grade students were required to participate in the statewide assessments in accordance with s. 1008.22, F.S.

The information and tables above are from “*Graduation Requirements for Florida’s Statewide Assessments*”, located at <http://fcat.fldoe.org/pdf/fcatpass.pdf>. Please visit this document in its entirety for additional graduation options and clarification, links to a variety of helpful resources and contact information.

## **THE FCAT AND EOC ASSESSMENT GRADUATION REQUIREMENTS FOR STUDENTS WITH DISABILITIES**

Students with disabilities who have withdrawn and enrolled in adult general education are not eligible for an FCAT or EOC assessment waiver. However, if the adult high school student with a disability has not yet reached age 22, the student has the option of re-enrolling in school (K-12 system) and requesting an eligibility staffing for ESE.

# TECHNICAL ASSISTANCE GUIDE for ADULT HIGH SCHOOLS

## TRANSFER OF CREDIT GUIDELINES

### **Purpose**

The State Board Rule was intended to establish uniform procedures relating to the acceptance of transfer work and credit for students entering Florida's public schools. The rule increases consistency in the credit transfer process and fulfills the State Board's responsibility to prescribe "procedures relating to the acceptance of transfer work and credit for students" as required by Section 1003.253, F.S.

### **Discussion**

The State Uniform Transfer of High School Credits Rule, 6A-1.09941, F.A.C. states that credits and grades earned and offered for acceptance shall be based on official transcripts and shall be accepted at face value subject to validation if required by the receiving school's accreditation. The Rule does not require that the transferring school be accredited in order for the credits to be accepted at face value.

If validation of the official transcript is deemed necessary for accreditation purposes by the receiving school, the student does not possess an official transcript, or the student is a home education student, credits shall be validated through performance during the first grading period. A student transferring into a school shall be placed at the appropriate sequential course level; to receive credit, a student should have a minimum grade point average of 2.0 at the end of the first grading period.

EOC assessment requirements for transfer students are dependent on the Rule and other factors. When evaluating a transfer student's transcript that indicates a 1.0 credit was earned in Algebra 1, Geometry, or Biology 1, it is important to consider the following:

- The school year in which the student entered 9<sup>th</sup> grade for the first time (9<sup>th</sup> grade cohort)
- The school year in which the student took the course

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## DIPLOMA/COMPLETION OPTIONS

The following completion options are suggested for students enrolled in the AHS program. Programs should select the appropriate options for their area in accordance with Section 1003.428, F.S.:

### Adult High School Diploma

- Meet local GPA requirements
- Pass State of Florida required assessments
- Demonstrate mastery of student performance standards
- Meet state and local credit requirements, with exceptions noted in the “Graduation Requirements” section of this guide.
- Credits may be earned by demonstration of competencies (competency-based) and passage of required state exams

### Certificate of Completion

- Meet local GPA requirements
- Demonstrate mastery of student performance standards
- Meet state and local credit requirements
- Has not passed State required assessments

## COURSE CODE DIRECTORY

Course numbers and titles must be taken from the *Course Code Directory (CCD)*. The state assigns and recognizes only the first seven digits of the course number. The eighth digit is used by the district for purposes of tracking and reporting data. The state maintains course descriptions for each course listed in the CCD.

Districts develop curriculum for each of these courses. Students are expected to demonstrate mastery of these standards in order to receive credit for each course.

## ADULT EDUCATION INSTRUCTOR CERTIFICATION REQUIREMENTS

The Florida “*Course Code Directory and Instructional Personnel Assignments*” document provides the certification coverage appropriate for an individual to teach or render service in specific areas or fields. Section 1012.39, F.S., provides that regardless of Chapter 231 or any other provisions of law or rules to the contrary, each district shall establish minimal qualifications for part-time and full-time adult education instructors (See Rule 6A-1.0503, F.A.C. and Rule 6A-1.0502, F.A.C.)



## APPENDIX A – TERMINOLOGY AND ACRONYMS

### ***AEFLA***

Adult Education and Family Literacy Act of 1998 - Federal Workforce Investment Act of 1998, which guides the administration and reporting of federal adult education funds. These funds are allocated to the State Department of Education, which in turn is responsible for the administration of funds to local providers and statewide initiatives under the provisions of the act.

### ***AIEP***

Adult Individual Education Plan; used to document students who self-identify and are in need of special services to accommodate learning processes.

### ***ASE***

Adult Secondary Education - Adult Education Courses offered at the 9.0-12.9 grade levels. It includes AHS and GED® Preparation courses.

### ***Bright Futures Scholarships***

Scholarships awarded by the State of Florida to eligible students provided they meet certain academic, GPA and test score criteria. See [www.floridastudentfinancialaid.org](http://www.floridastudentfinancialaid.org) for more information.

### ***CASAS***

State approved assessment for documenting educational functioning levels in adult general education programs.

### ***CBO***

Community-Based Organization

### ***Co-enrolled student***

A student who is currently enrolled in a K-12 secondary school program and is taking additional credit courses through adult education to earn a standard High School diploma and graduate with his/her cohort group.

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### ***Common Core State Standards***

The Common Core State Standards Initiative is a state-led effort coordinated by the National Governors Association Center for Best Practices (NGA Center) and the Council of Chief State School Officers (CCSSO). These standards define the knowledge and skills students should have within their K-12 education careers so that they will graduate from high school able to succeed in entry-level, credit-bearing academic college courses and in workforce training programs.

### ***Competency-Based Education***

An educational approach based on a predetermined set of knowledge, skills, and abilities that the student is expected to accomplish.

### ***EFL***

Educational Functioning Level - Measure used to assess progress from one student literacy level to the next utilizing an approved standardized test.

### ***ELL***

English Language Learner; used in conjunction with ESOL or ESL programs

### ***EOC***

End of Course Assessment

### ***F.A.C***

Florida Administrative Code (Florida Department of Education rules found at <https://www.flrules.org/gateway/Department.asp?DeptID=6>)

### ***FCAT***

Florida Comprehensive Assessment Test, which replaced the HSCT in 2003 as a graduation requirement.

### ***Florida Course Code Directory***

Programs and courses funded by the state and courses or programs for which students may earn credits toward high school graduation must be listed in the Course Code Directory. The course code numbers are essential in the collection of information for use by decision-makers. (State Board Rule 6A-1.09441)

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### ***GAIN***

General Assessment of Instructional Needs; state approved assessment for documenting educational functioning levels in adult general education programs.

### ***GPA***

Grade Point Average

### ***HSCT***

High School Competency Test, which was replaced by the FCAT in 2003 and EOCs in 2010 as a requirement for high school graduation.

### ***IEP***

Individual Education Plan

### ***LEA***

Local Education Agency (public school districts, community/state colleges and universities)

### ***LEP***

Limited English Proficient

### ***LCP***

Literacy Completion Point

### ***NRS***

National Reporting System - A required annual federal report submitted to USDOE that documents enrollments and outcomes for programs utilizing federal funds.

### ***Next Generation Sunshine State Standards***

Approved by the 2008 Florida Legislature, these new standards were created to update/replace the existing Sunshine State Standards. Information regarding course changes by subject area is available at <http://www.fldoe.org/BII/curriculum/SSS/>.

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### ***Placement***

A student will be followed for placement purposes when the student completes an LCP or a program and is no longer enrolled in the program. Placements will be documented when students are found to be employed or continuing their education.

### ***SACS***

Southern Association of Colleges and Schools, an accrediting agency for colleges and schools.

### ***Sunshine State Standards***

Originally established in 1993 as part of Blueprint 2000, these standards have transitioned to the Next Generation Sunshine State Standards.

### ***TABE***

Tests of Adult Basic Education; state approved assessment for documenting educational functioning levels in adult general education programs.

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## APPENDIX B: RESOURCE LINKS

Florida Department of Education: [www.fldoe.org](http://www.fldoe.org)

On-line Sunshine (Official site of the Florida Legislature): [www.leg.state.fl.us](http://www.leg.state.fl.us)

Florida Administrative Register and Florida Administrative Code (Florida Department of Education-State Board Rules):  
<https://www.flrules.org/gateway/Department.asp?DeptID=6>

Florida Department of Education, Division of Career, and Adult Education: [www.fldoe.org/workforce](http://www.fldoe.org/workforce)

Florida Department of Education, Division of Career and Adult Education, Adult Education: <http://www.fldoe.org/workforce/adulted/>

Florida Adult Education Curriculum Frameworks: [www.fldoe.org/workforce/dwdframe/ad\\_frame.asp](http://www.fldoe.org/workforce/dwdframe/ad_frame.asp)

Florida Department of Education, Division of Career and Adult Education, Frequently Asked Questions, Residency and Tuition and Fees, [www.fldoe.org/workforce/pdf/attachment-AGEstatutorychanges-qa.pdf](http://www.fldoe.org/workforce/pdf/attachment-AGEstatutorychanges-qa.pdf)

Florida Department of Education, Division of Career and Adult Education, Technical Assistance Paper for Residency for Tuition Purposes: [www.fldoe.org/workforce/technicalassistancepapers.asp](http://www.fldoe.org/workforce/technicalassistancepapers.asp)

Florida Department of Education, Course Code Directory: [www.fldoe.org/articulation/ccd](http://www.fldoe.org/articulation/ccd)

Florida Department of Education, 2012-2013 End of Course testing schedules: [www.fldoe.org/asp/schedule.asp](http://www.fldoe.org/asp/schedule.asp)

Florida Department of Education, Seven (7) Year Timeline for Implementation of Statewide Assessments: <http://fcats.fldoe.org/eoc/>

Florida Department of Education, FCAT and Acceptable Concordant Passing Scores and Graduation Requirements for Florida's Statewide Assessments: <http://fcats.fldoe.org/pdf/fcatpass.pdf>

Florida Department of Education, Common Core Standards: <http://www.fldoe.org/schools/ccs.asp>

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Florida Department of Education, Bureau of Exceptional Education and Services (BEES), Resource and Information Services:  
<http://www.fldoe.org/ease/tap-home.asp>

Florida Department of Education, Office of Independent Education and Parental Choice, Private and Home School Transfer of Credits  
Frequently Asked Questions: [www.floridaschoolchoice.org/information/home\\_education/](http://www.floridaschoolchoice.org/information/home_education/)

## Frequently asked Questions:

### **1. What kind of diploma do students receive if they graduate from an Adult High School program? Will it be recognized by a college or technical school?**

A high school diploma can be issued from the AHS school, district, or college that the student attended, i.e. Flagler County Adult High School Diploma. The credential shall have equal status as a standard high school diploma for all state purposes, including admission to any state university, college or community college as per F.S.1003.438.

### **2. What are the state requirements for a public school district or state/community college to offer adult education programs and courses?**

Currently, if you are a state/ community college or district, criteria is determined by your local board in order to implement a new program. School districts must follow the Course Code Directory at <http://www.fldoe.org/articulation/CCD/0910.asp> for course numbers that are used for state data reporting. State/community colleges follow the reporting codes in Appendix A of the Florida Colleges Database Handbook. It is also advised you work with your data staff and the state's CCTCMIS office to ensure your data system has the capability to support your program offerings and subsequent reporting requirements.

### **3. What certification levels are required to teach an adult education course for: a) public school districts and community/state colleges, and b) non-public entities such as non and for profit-organizations?**

a) At the present time, the state requires a minimum degree of Bachelors or higher to teach adult education courses, with the exception of co-enrolled courses, at public state/community colleges, and public school districts. This includes Adult English for Speakers of Other Languages and GED Preparation courses. Co-enrolled courses must be taught by certified instructors. Please note, however, these are minimum requirements and providers have the option to require more stringent criteria and specific designations.

b) Non-profit programs are not under the jurisdiction of the Department of Education; therefore they have the flexibility to set their own minimum criteria. Private, for-profit programs should check with the Commission of Independent Education at 1-888-224-6684 or visit their web site at [www.cie.edu](http://www.cie.edu) for additional requirements that may apply. Programs wishing to offer a high school diploma may also wish to check with the Department's Office of Independent Education and Parental Choice at 1-800-447-1636 or visit [www.floridaschoolchoice.org](http://www.floridaschoolchoice.org).

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### **4. Are high school students enrolled in a public charter school eligible to take co-enrolled courses through Adult Education?**

Yes, however enrollment is limited to only core curricular courses that are necessary for credit recovery.

### **5. If a student enrolls in adult high school with a certificate of completion and after instruction passes the FCAT, what date is put on the high school diploma?**

The Certificate of Completion is replaced with the high school diploma so the date of the certificate is used on the AHS standard diploma.

### **6. When will a comparative score for the Algebra 1 EOC assessment be available?**

The State Board of Education adopted a comparative score of 97 for Postsecondary Education Readiness Test (PERT) mathematics that may be used to satisfy the Algebra 1 EOC assessment graduation requirement on September 17, 2013.

### **7. When a student enrolls in AHS after his/her 9<sup>th</sup> grade cohort has graduated, the graduation requirements are determined by the current 12<sup>th</sup> grade graduation requirements. For students dropping in or out, how long is the initial plan of study based on the cohort requirements when he/she first enrolled valid?**

There is nothing in statute or rule that states how long an adult education student would follow the requirements of a 9<sup>th</sup> grade cohort. Many adult education students drop in and out so local policy could determine how long the student's initial plan would be valid. Most programs identify the initial cohort identified at registration as that student's plan for meeting graduation requirements regardless of how long it takes to meet those requirements.

### **8. How do you determine graduation requirements for students that were continuously enrolled in AHS prior to the revised State Board Rule 6A-6.020 that became effective January, 2013?**

New students that enrolled in AHS in January, 2013 and thereafter should follow the requirements set forth in this document. It can be determined locally if the student should follow SBR 6A-6.020 or the plan of study that was established when the student first entered AHS.