

July 2014

**Florida Department of Education  
Curriculum Framework**

**Program Title: Adult High School for Co-Enrolled Students**  
**Program Type: Adult Education**

<b>ADULT GENERAL EDUCATION</b>	
Program Number	9900099
Course Number	<i>Use Appropriate Secondary Course Number from Course Code Directory (CCD)</i>
CIP Number	1532.019900
Grade Level	9-12
Standard Length	Varies
Teacher Certification	See Below

**Purpose**

The purpose of this program is to provide students, currently enrolled in a 9-12 secondary school and lacking credits necessary to obtain a high school diploma with their cohort class, with the opportunity to obtain those credits through the Adult General Education High School program on a limited basis.

**Program Structure**

Adult High School Co-Enrolled instruction is graded and characterized by individualized, self-paced instructional modules, classroom instruction and performance based evaluation. Placement into the program is based on an individual's need for credit recovery. A variety of resources including computers, tape recorders, cassette players, videos, CD-ROMS, and interactive videos may be used in AHS Co-Enrolled courses. Modifications to equipment and curriculum or special accommodations may be required based on student needs. Students are limited to two courses per year and they may only be core curricula courses required for graduation.

Program Procedures include the following:

- A. Determining eligibility for enrollment:
  - 1. Local policies and procedures pending collaboration between the home school and the Adult Education Program to ensure students are appropriately placed and documentation/reporting is coordinated between both entities
- B. Diagnosing learning difficulties as necessary.
- C. Prescribing individualized instruction.
- D. Correlating subject areas with Next Generation/Common Core Standards.
- E. Managing learning activities.
- F. Evaluating student progress.

**Accommodations**

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 plan to meet individual needs

and ensure equal access. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodations requested and provided should be maintained in a confidential file.

In addition to accommodations, some secondary students with disabilities (ESE) will need modifications to meet their special needs.

### **Standards**

Student entering high school in 2007-2008 and beyond must adhere to all provisions of F.S. 1003.428, Revised. Co-enrolled instruction may only be provided utilizing an approved secondary course as identified in the Course Code Directory and the Division of Career and Adult Education “Eligible Courses for Co-Enrollment, Adult High List” found on the Adult Education frameworks page at [http://www.fldoe.org/workforce/dwdframe/ad\\_frame.asp](http://www.fldoe.org/workforce/dwdframe/ad_frame.asp). Programs must use the same benchmarks and standards as required for courses offered through the K-12 program.

### **Special Notes**

#### Use of 9900099 Program Number:

Students who are co-enrolled **should not** be reported in the Adult High School number of 9900010, which is designated for those students who are enrolled solely in the Adult Education Adult High School program. They must be reported as 9900099 with the corresponding secondary course number.

#### Adult Education Certification Requirements:

The Course Code Directory provides the certification coverage appropriate for an individual to teach or render service in specific areas or fields. Section 1012.39(1)(b), Florida Statutes, provides that, notwithstanding ss. 1012.32, 1012.55, 1012.56, and 1012.57, or any other provisions of law or rules to the contrary; each school board shall establish minimal qualifications for part-time and full-time adult education instructors. This standard gives districts the discretion to limit instruction to field of coverage.

For accreditation by the Southern Association of Colleges and Schools (SACS), instructors of co-enrolled students must meet the certification requirements defined in Standards of the Commission on Secondary Schools. These standards require that instructional personnel shall have a certificate or college major in the field of work for which they are responsible for the major portion of the school day.