

The image features three red, circular, 3D-rendered objects of varying sizes. One is the largest, positioned in the upper right quadrant. A smaller one is in the center. The third is the largest again, positioned in the lower right quadrant. Two thin orange lines cross the page diagonally, one from the top left to the bottom right, and another from the top right to the bottom left, intersecting near the center.

2015-2016 Adult High School Technical Assistance Guide

Florida Department of Education

Florida Department of Education
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ADULT HIGH SCHOOL PROGRAM GUIDELINES

The Adult High School (AHS) program enables an adult no longer enrolled in public high school 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 and the Florida 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 [1004.93](#), F.S., and defined per section [1004.02\(3\)](#) F.S. The AHS curriculum framework is correlated to the Florida State Standards as courses offered and must be the same as those in the K-12 program as found in the [2015-2016 Florida Course Directory](#) (sections 3 and secondary numbers only in section 5). The State of Florida AHS course curriculum frameworks, as established by section [1004.92\(6\)\(b\)\(4\)](#), 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.

ENROLLMENT CRITERIA

Criteria for enrolling into an AHS program (except co-enrolled) states that the student:

1. Does not possess a high school or state-approved diploma but may have been issued a Certificate of Completion;
2. Is 16 years of age or older;
3. Is officially withdrawn from an elementary or secondary program;

Students with a Certificate of Completion may enroll in an adult high school and take a remedial course (Intensive Reading) to prepare/remediate for the English Language Assessment (ELA).

Criteria for enrolling into an AHS co-enrolled program:

A co-enrolled student is one who is currently enrolled in a high school program, and is taking high school core credit courses in an adult high school program as per section [1011.80\(10\)](#), F.S. 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. The legislation removed the expiration date for the program.

K-12 students may be enrolled in the co-enrollment program offered through district and college AHS programs. Districts/Colleges must have an established Adult High School program to offer

co-enrollment courses. While programs are not limited by the number of courses in which a student can enroll, students may only be reported for funding under the following circumstances:

- Co-enrolled students entering an adult high school program are limited to **two** core curricular courses per year. The eligible course list for 2015-2016 is available at <http://www.fldoe.org/academics/career-adult-edu/adult-edu/2015-2016-adult-edu-curriculum-frameworko.stml> under the heading of “Adult High School, 2015-2016 Co-Enrollment Course List.”
- 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 that are at risk of not graduating with their 9th grade cohort may enroll in the co-enrollment program. 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 rates per section [1009.22](#), F.S.

Tuition for all adult education students (excluding co-enrolled):

- \$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)

Residency for Tuition Purposes

Out-of-state fees were repealed in Chapter 2014-62, Laws of Florida (House Bill 851). Residency for tuition purposes for all adult general education programs was eliminated as of July 1, 2014.

ASSESSING STUDENTS FOR NRS REPORTING

Students are not required to pretest or posttest for Adult High School. Placement in ASE Low or High is determined by the number of credits the student has earned in the traditional high school they previously attended. Students at the ASE High EFL are not required to posttest once they have earned the standard high school diploma or equivalency diploma. These students have completed the ASE High Level.

ACCOUNTABILITY AND REPORTING

Literacy Completion Points (LCPs)

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.

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 Florida Course Directory found at <http://www.fldoe.org/articulation/CCD/>. College adult education programs reporting AHS students should use the Classification of Instructional Program (CIP) number **1532010202**.

The instruction should be consistent with the secondary course descriptions. The course descriptions define content standards for all subject areas for grades 9-12. 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 colleges should refer to Appendix A in the College Data Dictionaries for specific reporting procedures found at the [Bureau of Community College and Technical Center Management Information Systems \(CCTCMIS\)](#) website.

TABLE 1 - ADULT HIGH SCHOOL CREDIT MATRIX

High School Credit Program	Course Number	Mastery of Performance Standards Output Measure	Literacy Completion Point (LCP)
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 and the 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.

The exemptions include the following (section [1003.4282\(6\)\(b\)](#), F.S.):

- The one credit in physical education required for graduation is not required for graduation and shall be substituted with an elective credit, keeping the total credits needed for graduation.
- Each district school board may waive the laboratory component of the science requirement.
- 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.

To obtain a standard adult high school diploma, a student must earn the required 24 credits (section [1003.4282](#), F.S) or the Academically Challenging Curriculum to Enhance Learning (ACCEL) option of 18 credits (section [1002.3105](#), F.S.) and successfully complete all statewide standardized assessments or attain a recognized concordant score as specified in section [1008.22\(7\)](#), F.S., or a recognized comparative score as specified in section [1008.22\(8\)](#), F.S. A cumulative GPA of 2.0 on a 4.0 scale is required for all adult education students.

The ACCEL option allows the student to earn a high school diploma by completing 18 credits, of which are 14 core courses and 4 electives. The online-course requirement does not apply to the 18 credit option.

The credit acceleration program (CAP) allows a student to earn high school credit if the student passes a statewide course assessment without enrollment in the course. The courses include the following subjects:

- Algebra I
- Geometry
- U.S. History
- Biology I
- Algebra II

AHS follows the same course requirements and state assessments as those required in the K-12 system as per sections [1003.4282](#) (24 credit option) and [1002.3015](#) (ACCEL option), F.S. 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 2015-2016 EOC testing schedule is available at <http://www.fldoe.org/asp/schedule.asp> .
- All students taking U.S. History beginning 2012-13 must take the U.S. History EOC assessment regardless of cohort year.

Determining Graduation Requirements for Adult Education Students (Rule [6A-6.020](#) F.A.C.)

This rule was effective January 2013. Students already enrolled prior to this date may follow the educational plan in place for this student. Students enrolled after this date should follow the requirements listed below. 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 9th grade cohort group has not graduated, must meet the graduation requirements based on the year that the student entered the 9th grade.
- (2) Students whose cohort group has graduated must follow the graduation requirements as listed in the following charts. Students entering AHS after their 9th grade cohort has graduated, or who are not a part of a 9th grade cohort (from another country, never entered high school, etc.), must meet the current 12th grade cohort graduation requirements that are in effect for the year they enter AHS.

TECHNICAL ASSISTANCE GUIDE for ADULT HIGH SCHOOLS

Note: For students that are continuously enrolled from the time that they withdraw from the K-12 system and enroll in adult education, they will follow the requirements of their 9th grade cohort.

The following pages will list the year a student first enrolls in AHS and the requirements for graduation.

TECHNICAL ASSISTANCE GUIDE for ADULT HIGH SCHOOLS

Students Entering Adult High School in 2013-2014 (9 th grade cohort of 2010-11)
4 Credits English/ELA
Pass the statewide, standardized ELA assessment or earn a concordant score in order to graduate with a standard diploma.
4 Credits Mathematics
One of which must be Algebra I and one of which must be Geometry. All students who enroll in Algebra 1 or Geometry must take the EOCs. The Algebra 1 EOC results constitute 30 percent of the student’s final grade. The Geometry EOC results are not required to constitute 30 percent of a student’s final grade.
3 Credits Science
Two of which must have a laboratory component; however, institutions may waive the laboratory component of the science requirements. Students who enroll in Biology is required to take the EOC, but <ul style="list-style-type: none"> • are not required to pass to earn course credit, and • the EOC results are not required to constitute 30 percent of a student’s final course grade.
3 Credits Social Studies
One credit in World History. One credit in U.S. History. One-half credit in U.S. Government. One-half credit in Economics. Students who enroll in U.S. History must take the EOC, but the EOC results are not required to constitute 30 percent of the student’s final course grade.
Fine and Performing Arts, Speech and Debate, or Practical Arts
Not required, may substitute with elective credit.
Physical Education
Not required, may substitute with elective credit.
10 Elective Credits
18 Credit (ACCEL) Option
Physical education is not required (adult students exempt) 14 core courses required for standard high school diploma (see above) 4 elective credits Online course is not required. All other graduation requirements for a 24-credit standard diploma must be met (per section 1003.4282(3)(a-e), F.S.

*Note: If the student, whose 9th grade cohort has already graduated or who does not belong to a cohort, enrolls in adult high school in 2013-2014, he/she will follow the requirements of the current K-12 graduating class which entered the 9th grade in 2010-2011. Students entering AHS whose 9th grade cohort group has not graduated must meet the graduation requirements based on the year that the student entered the 9th grade. Those charts are available at www.fldoe.org/bii/studentpro/grad-require.asp . Students with Algebra 1 on their transcript prior to 2010-2011 and Biology 1, Geometry, and U.S. History on their transcript prior to 2011-2012 are not required to take the EOC when enrolling in AHS.

TECHNICAL ASSISTANCE GUIDE for ADULT HIGH SCHOOLS

Students Entering Adult High School in 2014-2015 School Year (9 th grade cohort of 2011-2012)
4 Credits English Language Arts (ELA)
Pass the statewide, standardized ELA assessment or earn a concordant score in order to graduate with a standard diploma.
4 Credits Mathematics
One of which must be Algebra I and one of which must be Geometry. Student must pass the Algebra I EOC assessment, or earn a comparative score, in order to earn a standard high school diploma. Students who enroll in Geometry must take the Geometry EOC assessment but <ul style="list-style-type: none"> • are not required to pass the assessment in order to earn course credit and • the EOC results are not required to constitute 30 percent of the student’s final course grade. If enrolled in Algebra II, a student must participate in the EOC assessment and results constitute 30 percent of the student’s final course grade.
3 Credits Science
One of which must be Biology I and two of which must have a laboratory component; however, institutions may waive the laboratory component of the science requirements. All students who enroll in this course must take the EOC, but <ul style="list-style-type: none"> • are not required to pass the assessment in order to earn course credit and • the EOC results are not required to constitute 30 percent of the student’s final course grade.
3 Credits Social Studies
One credit in World History. One credit in U.S. History. One-half credit in U.S. Government. One-half credit in Economics. All students who enroll in U.S. History must take the EOC, but the EOC results are not required to constitute 30 percent of the student’s final course grade.
Fine and Performing Arts, Speech and Debate, or Practical Arts
Not required, may substitute with elective credit.
Physical Education
Not required, may substitute with elective credit.
10 Elective Credits
1 Online Course
18 Credit (ACCEL) Option
Physical education is not required (adult students exempt) 14 core courses required for standard high school diploma (see above) 4 elective credits Online course is not required. All other graduation requirements for a 24-credit standard diploma must be met (per section 1003.4282(3)(a-e), F.S.

*Note: If the student, whose 9th grade cohort has already graduated or who does not belong to a cohort and enrolls in adult high school in 2014-2015, he/she will follow the requirements of the current K-12 graduating class which entered the 9th grade in 2011-2012. Students entering AHS whose 9th grade cohort group has not graduated must meet the graduation requirements based on the year that the student entered the 9th grade. Those charts are available at www.fldoe.org/bii/studentpro/grad-require.asp . Students with Algebra 1 on their transcript prior to 2010-2011 and Biology 1, Geometry, and U.S. History on their transcript prior to 2011-2012 are not required to take the EOC when enrolling in AHS.

TECHNICAL ASSISTANCE GUIDE for ADULT HIGH SCHOOLS

Students Entering Adult High School in 2015-2016 (9 th grade cohort of 2012-2013)
4 Credits English Language Arts (ELA)
Pass the statewide, standardized ELA assessment or earn a concordant score in order to graduate with a standard diploma.
4 Credits Mathematics
<p>One of which must be Algebra I and one of which must be Geometry. Student must pass the Algebra I EOC assessment, or earn a comparative score, in order to earn a standard high school diploma. All students who enroll in Geometry must take the EOC assessment, but</p> <ul style="list-style-type: none"> • are not required to pass the assessment to earn course credit and • the EOC results are not required to constitute 30 percent of a student’s final course grade. <p>If enrolled in Algebra II, a student must participate in the EOC assessment and results constitute 30 percent of the student’s final course grade.</p>
3 Credits Science
<p>One of which must be Biology I, two of which must have a laboratory component; however, institutions may waive the laboratory component of the science requirements. All students who enroll in Biology 1 must take the EOC assessment, but</p> <ul style="list-style-type: none"> • are not required to pass the assessment in order to earn course credit and • the EOC results are not required to constitute 30 percent of the student’s final course grade.
3 Credits Social Studies
<p>One credit in World History. One credit in U.S. History. One-half credit in U.S. Government. One-half credit in Economics. Students who enroll in U.S. History must take the EOC, and the EOC results constitute 30 percent of the student’s final course grade.</p>
Fine and Performing Arts, Speech and Debate, or Practical Arts
Not required, may substitute with an elective.
Physical Education
Not required, may substitute with an elective.
10 Elective Credits
1 Online Course
18 Credit (ACCEL) Option
<p>Physical education is not required (adult students exempt) 14 core courses required for standard high school diploma (see above) 4 elective credits Online course is not required. All other graduation requirements for a 24-credit standard diploma must be met (per section 1003.4282(3)(a-e), F.S.</p>

*Note: If the student, whose 9th grade cohort has already graduated or who does not belong to a cohort, enrolls in adult high school in 2015-2016, he/she will follow the requirements of the current K-12 graduating class which entered the 9th grade in 2012-2013. Students entering AHS whose 9th grade cohort group has not graduated must meet the graduation requirements based on the year that the student entered the 9th grade. Those charts are available at www.fldoe.org/bii/studentpro/grad-require.asp. Students with Algebra 1 on their transcript prior to 2010-2011 and Biology 1, Geometry, and U.S. History on their transcript prior to 2011-2012 are not required to take the EOC when enrolling in AHS.

TECHNICAL ASSISTANCE GUIDE for ADULT HIGH SCHOOLS

Students Entering Adult High School in the 2016-2017 School Year and Forward (9 th grade cohort of 2013-2014)
4 Credits English Language Arts (ELA)
Pass the statewide ELA assessment or earn a concordant score in order to graduate with a standard diploma.
4 Credits Mathematics
<p>One of which must be Algebra I and one of which must be Geometry. A student who takes Algebra I must pass the Algebra I EOC assessment, or earn a comparative score, in order to earn a standard high school diploma. The EOC results constitute 30 percent of a student's final course grade. A student who takes Geometry must take the EOC assessment. The EOC results constitute 30 percent of a student's final course grade. If enrolled in Algebra II, a student must participate in the EOC assessment and results constitute 30 percent of the student's final course grade.</p>
3 Credits Science
<p>One of which must be Biology I, two of which must have a laboratory component; however, institutions may waive the laboratory component of the science requirements. All students who enroll in Biology 1 must take the EOC assessment, and the EOC results constitute 30 percent of a student's final course grade.</p>
3 Credits Social Studies
<p>One credit in World History. One credit in U.S. History. One-half credit in U.S. Government. One-half credit in Economics which must include financial literacy. All students who enroll in U.S. History must take the EOC, and the EOC results constitute 30 percent of the student's final course grade.</p>
Fine and Performing Arts, Speech and Debate, or Practical Arts
Not required, may substitute with an elective.
Physical Education
Not required, may substitute with an elective.
10 Elective Credits
1 Online Course
18 Credit (ACCEL) Option
<p>Physical education is not required (adult students exempt) 14 core courses required for standard high school diploma (see above) 4 elective credits Online course is not required. All other graduation requirements for a 24-credit standard diploma must be met (per section 1003.4282(3)(a-e), F.S.</p>

*Note: If the student, whose 9th grade cohort has already graduated or who does not belong to a cohort, enrolls in adult high school in 2016-2017, he/she will follow the requirements of the current K-12 graduating class which entered the 9th grade in 2013-2014. Students entering AHS whose 9th grade cohort group has not graduated must meet the graduation requirements based on the year that the student entered the 9th grade. Those charts are available at www.fldoe.org/bii/studentpro/grad-require.asp ; Students with Algebra 1 on their transcript prior to 2010-2011 and Biology 1, Geometry, and U.S. History on their transcript prior to 2011-2012 are not required to take the EOC when enrolling in AHS.

Passing scores for the statewide standardized assessments and acceptable concordant and comparative scores where required, are listed at <http://fcats.fldoe.org/pdf/fcatspass.pdf>. Please visit this document in its entirety for additional graduation options and clarification, links to a variety of helpful resources and contact information. When reviewing this information, please note that if a student enrolls in AHS and his or her 9th grade cohort group has graduated, his/her graduation requirements will be determined by the passing scores in effect for the current graduating class. Section [1008.22](#), F.S., does not impose any requirements regarding the number of attempts, if any, on the statewide assessment, before a concordant score may be applied. If a student enrolls in AHS and his or her 9th grade cohort group has graduated, his/her graduation requirements will be determined by the passing scores in effect for the current graduating class.

STATEWIDE STANDARDIZED ASSESSMENTS

The passing score assessments required for adult high school graduation or for course credit is the minimum scale score in achievement level three. Beginning in 2014-2015, students must pass the English Language Arts (ELA) assessment to earn a standard adult high school diploma. A student can also substitute a concordant score on the ACT or SAT to meet the reading graduation requirements. Concordant scores were set in 2003 and revised in 2009.

Students must take the Algebra 1 EOC assessment or attain the PERT math comparative assessment score to earn adult high school credit. The State Board of Education established achievement levels for FCAT 2.0 Reading and the Algebra 1 EOC assessment on December 9, 2011. The SBE established achievement levels for the Biology 1 and Geometry EOC assessments on December 12, 2012. The PERT Math comparative score was adopted by the State Board of Education in the fall of 2013 and can be found in Rule [6A-1.04223](#), F.A.C.

Retaking the Statewide Assessments—Students can retake the Grade 10 statewide, standardized reading assessment each time the test is administered until achieving a passing score.

ASSESSMENT 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.

TRANSFER OF CREDIT GUIDELINES

Purpose

Rule [6A-1.09941](#), F.A.C. was intended to establish uniform procedures relating to the acceptance of transfer work and credit for students entering Florida's public schools effective July 1, 2013. 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 [1003.25](#) 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. Assessment requirements for transfer students under section [1003.4282](#), F.S., must be satisfied.

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. Alternative validation procedures are also specified in Rule [6A-1.09941](#), F.A.C.

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 sections [1003.4282](#) or [1002.3105](#), 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 *Florida Course 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 and colleges develop curriculum for each of these courses based on standards included in the state's official standards site, C-Palms found at www.cpalms.org. Students are expected to demonstrate mastery of these standards in order to receive credit for each course.

ADULT EDUCATION INSTRUCTOR CERTIFICATION REQUIREMENTS

As per section [1012.39\(1\)\(b\)](#), F.S., each school district shall establish the minimal qualifications for part-time and full-time teachers in adult education programs.

APPENDIX A – TERMINOLOGY AND ACRONYMS

ACCEL

Academically Challenging Curriculum to Enhance Learning (ACCEL) - an 18 credit graduation option available to Adult High School Students. (Defined in this document and Section 1002.3105)

AEFLA

Adult Education and Family Literacy Act of 1998 - Federal Workforce Investment Act of 1998 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 9-12 grade equivalent 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 for more information.

Career Shines

Florida's Career Exploration and Planning System

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.

Florida State Standards

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.

C-PALMS (Collaborate, Plan, Align, Learn, Motivate, Share)

Florida's official standards database that includes course descriptions, standards and resources for educators

EFL

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

ELA Assessment

English Language Arts Assessment that replaces the 10th grade Reading Assessment beginning in 2015.

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 Directory (CCD)

Programs and courses funded by the state and courses or programs for which students may earn credits toward high school graduation are listed in the Course Code Directory. (State Board Rule 6A 1.09441)

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.

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.

TABE

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

APPENDIX B: RESOURCE LINKS

Career Shines:

<http://mycareershines.org>

Florida Department of Education: www.fldoe.org

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:

Florida Department of Education, Division of Career and Adult Education, Adult Education:

<http://www.fldoe.org/academics/career-adult-edu/adult-edu>

Florida Adult Education Curriculum Frameworks:

Florida Department of Education, *Course Code Directory*: www.fldoe.org/articulation/ccd

Florida Department of Education, End of Course testing schedules:

www.fldoe.org/asp/schedule.asp

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, Bureau of Exceptional Education and Services (BEES), Resource and Information Services:

Florida Department of Education, Office of School Choice:

<http://www.fldoe.org/schools/school-choice/>

Florida Standards Assessments On-line Portal:

<http://www.fsassessments.org/>

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

APPENDIX C

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 state or technical college?

A standard high school diploma can be issued from the AHS, district or college that the student attended, i.e. XXX County Adult High School Diploma through either the ACCEL or 24 credit option. The credential has equal status as a standard high school diploma for all state purposes, including admission to any state university, college or technical college.

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

Currently, if you are part of the college system or a school district, criteria is determined by your local board in order to implement a new program. School districts must follow the Appendix R of the WDIS for course numbers and codes that are used for state data reporting. 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 colleges, and b) non-public entities such as non-profit and for-profit organizations?

a) Each school district shall establish the minimal qualifications for part-time and full-time teachers in adult education programs per section [1012.39\(1\)\(b\)](#), F.S.

b) Private programs should check with the [Commission for Independent Education](#) at 1-888-224-6684 for additional requirements that may apply.

4. If a student enrolls in adult high school with a certificate of completion and after instruction passes the statewide standardized or alternate approved assessments, 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.

5. When a student enrolls in AHS after his/her 9th grade cohort has graduated, the graduation requirements are determined by the current 12th 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?

Rule [6A-6.020](#), F.A.C., determines the graduation requirements based on if the student's cohort has graduated or not graduated. A student's plan of study would be based on the cohort year when he/she first entered an adult education program.

6. 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. For students continuously enrolled prior to and since January 2013, the program of study that was established when the student first entered AHS may be followed.

7. Can an AHS that offers career and technical education courses as electives be eligible for CAPE (Career and Professional Education) bonus funding?

No, an AHS would not generate bonus CAPE FTE as those funds are only available through the FEFP.