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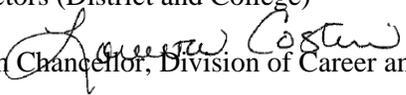
Loretta Costin, Interim Chancellor
Division of Career and Adult Education



May 28, 2010

MEMORANDUM

TO: Adult Education Directors (District and College)

FROM: Loretta Costin, Interim Chancellor, Division of Career and Adult Education 

SUBJECT: Clarification on Reporting Literacy Completion Points (LCPs)

The Division has received questions from the field regarding the reporting of Literacy Completion Points (LCPs) for students who earn an LCP, exit the program, and then re-enter the same program later. In some cases, returning students test into a functioning level that is lower than the last LCP they earned before their hiatus. After an appropriate amount of instruction, students take a post-test and can earn an LCP a second time.

Local Educational Agencies (LEAs) should report all earned LCPs in their regularly scheduled data submissions to the Florida Department of Education (FDOE), even in situations when a student earns an LCP multiple times due to extended lapses in program enrollment. For reporting purposes, returning students should not be treated differently than new students.

LCPs submitted that have been previously earned by the same student, in the same program, and in the immediately preceding two reporting years, are not eligible for performance-based incentive funding from the state. Any LCPs found by state MIS staff that match these criteria are excluded from the performance funding calculation. These repeat LCPs are included in NRS reporting calculations, and the students' instructional hours are included in the Workforce Development Fund allocation calculation.

If you have any questions, please contact Zelda Rogers by e-mail at Zelda.Rogers@fldoe.org or by telephone at (850) 245-0450.

Thank you.

LC/zr