



# Secondary Student Progression

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2016-2017 Frequently Asked Questions

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## Changes to Secondary Progression

### Online Course Requirement – Section 1003.4282(4), Florida Statutes (F.S.)

1. What are the two new options that a district school board or charter school may offer to students to satisfy the online course graduation requirement?

The two additional options include:

- Completion of a course in which a student earns a nationally recognized industry certification in information technology that is identified on the [Career and Professional Education Act \(CAPE\) Industry Certification Funding List \(s. 1008.44, F.S.\)](#) or passage of the information technology certification examination without enrollment in or completion of the corresponding courses. Currently, there are 47 industry certifications that will satisfy this requirement identified in the primary career cluster area on information technology on the 2015-2016 CAPE Industry Certification Funding List. The State Board of Education will adopt the 2016-2017 CAPE Industry Certification Funding List by the fall of 2016.
  - There are other eligible industry certifications students may earn in career and technical education (CTE) information technology courses that appear on the CAPE Industry Certification Funding List that do not have a primary career cluster information technology assignment. In order to expand school district options of viable industry certifications, we recommend visiting the [CTE Information Technology](#) website to identify courses and programs categorized as Information Technology. Should a student earn any other industry certification on the CAPE Industry Certification Funding List resulting from enrollment in a CTE Information Technology course, then that eligible industry certification would satisfy the online course graduation requirement.
- Passage of an online content assessment by which the student demonstrates skills and competency in locating information and applying technology for instructional purposes without enrollment of the corresponding course or courses. The type of online content assessments that may be utilized is determined by each school district.

2. Can a school district require a student to take the online course outside of the school day or in addition to a student's courses for a given semester?

No.

3. What is the definition of the Online Course data element (197235) and when must the online course used to satisfy the graduation requirement be reported to the Florida Department of Education (FDOE) database?

The Online Course data element (197235) is defined as an indicator of whether or not a student took this course under conditions that met the definition of an online course as per [ss. 1002.321\(3\)](#) and [1003.4282\(4\), F.S.](#) This data element is located in the Student Information System at the [PK-12 Database Manuals](#) web page. The codes are as follows:

- N – This course was not taken under conditions that met the requirements to be an online course per [ss. 1002.321\(3\)](#) and [1003.4282\(4\), F.S.](#)

- Y – This course was taken under conditions that met the requirements of being an online course per ss. 1002.321(3) and 1003.4282(4), F.S.
- I – This requirement was met by the student's completion of a course in which the student earned a nationally recognized Industry Certification in information technology that is identified on the CAPE Industry Certification Funding List pursuant to s. 1008.44, F.S., as applicable per s. 1003.4282(4), F.S.
- J – This requirement was met by the student's passage of the information technology certification examination pursuant to s. 1008.44, F.S., without enrollment in or completion of the corresponding course or courses, as applicable per s. 1003.4282(4), F.S.
- O – Passage of an online content assessment, without enrollment in or completion of the corresponding courses, as applicable, by which the student demonstrates skills and competency in locating information and applying technology for instructional purposes as per s. 1003.4282(4), F.S.

This data element entitled Online Course (197235) is to be reported during Survey 5 on the Student Transcript Information Record.

4. What code is recorded on the student transcript when a student satisfies the online course graduation requirement with enrollment in a course?

The applicable codes are located in the Online Course field in the I/S04 Course Record section of the Florida Automated System for Transferring Educational Records (FASTER) User Manual located at <http://www.floridastudentfinancialaid.org/faster/index.htm>.

5. What code is recorded on the student transcript when a student satisfies the online course graduation requirement without enrollment in a course by taking an information technology competency examination?

The Information Technology Competency Examination course name and number (0200985) are recorded on the student transcript with the applicable codes (J or O). Refer to the answer in question 3.

### **Credit Acceleration Program (CAP) – Section 1003.4295, F.S.**

6. What are the two new options for a student to earn high school credit via the CAP?

Currently, a student may earn high school credit in Algebra I, Algebra II, Geometry, U.S. History or Biology I if the student passes the statewide, standardized end-of-course (EOC) assessment without the requirement of enrolling in or completing the course.

Effective July 1, 2016, a student is allowed to earn high school credit in courses required for high school graduation through the passage of an Advanced Placement (AP) examination or a College Level Examination Program (CLEP). If a student attains a passing score on an AP examination or CLEP, then the school district is required to award course credit to the student who is not enrolled or who has not completed the course.

7. Is there a plan to add new CLEP subject titles, course numbers and subject codes to the Florida Course Code Directory?

Yes. The CLEP subject titles will be listed in the [2016-2017 Florida Course Code Directory](#).

8. What grade is recorded on the high school transcript for a student who earns course credit via the CAP Program?

For a student who graduates in the 2016-2017 school year or later, a grade of “T” is recorded on the transcript in the Grade column. “T” is defined as a passed exam (applicable only to AP, EOC and CLEP). This is reflected in the Course Grade data element (109225) located in the Student Information System on the [PK-12 Database Manuals](#) web page.

9. If a student earns course credit without enrollment in a course via the CAP, what is recorded on the high school transcript?

An entry is listed with the course name, number, credit attempted, credit earned and a grade of “T” in the term that the assessment or examination is passed.

10. For the CAP, if a student took and passed an EOC assessment or AP examination with enrollment in the respective course for one semester, what is recorded on the high school transcript?

The grade for the term the student was enrolled is recorded on the high school transcript and counts in the cumulative grade point average. An additional course entry is listed with the course name, number, credit attempted, credit earned and a grade of “T.”

11. What code(s) is recorded in the student transcript field when a student earns course credit via the CAP?

Information related to the applicable codes may be located in fields 39a-39e in the I/S01-demographic section of the FASTER User Manual located at <http://www.floridastudentfinancialaid.org/faster/index.htm>.

12. Can the Postsecondary Education Readiness Test (PERT) comparative score of 97 or higher be used to earn Algebra I credit via the CAP?

No.

### **Florida Seal of Biliteracy Program – Section 1003.432, F.S.**

13. What does “biliteracy” mean?

“Biliteracy” means attainment of a high level of competency in listening, speaking, reading and writing in one or more world languages in addition to English.

14. Where will the “Gold” or “Silver” Seal of Biliteracy be signified for a student?

Effective for a student who graduates in the 2016-2017 school year, a student’s biliteracy is signified on a high school diploma and transcript either as a Gold Seal of Biliteracy or a Silver Seal of Biliteracy.

15. What does Gold and Silver mean related to the Seal of Biliteracy?

“Gold” means the highest level of competency certified by the Florida Seal of Biliteracy Program. “Silver” means the second-highest level of competency certified by the Florida Seal of Biliteracy Program.

16. What is the purpose of the Florida Seal of Biliteracy Program?

The purpose of the Florida Seal of Biliteracy Program is the following:

- Encourage students to study for world languages;
- Certify attainment of biliteracy;
- Provide employers with a method of identifying an individual with biliteracy skills who is seeking employment;
- Provide a postsecondary institution with a method of recognizing an applicant with biliteracy skills who is seeking admission to the postsecondary institution;
- Recognize and promote world language instruction in public schools; and
- Affirm the value of diversity, honor multiple cultures and languages, and strengthen the relationships between cultures in a community.

17. Which entity is required to prepare and provide the Gold Seal of Biliteracy and the Silver Seal of Biliteracy?

The Commissioner of Education shall prepare and provide to each school district an appropriate insignia to be affixed to the student’s diploma indicating that the student has been awarded the Gold or Silver Seal of Biliteracy.

18. Can a school district or the FDOE charge a fee for the Gold or Silver Seal of Biliteracy?

No.

19. What are the requirements for a student to earn the Gold or Silver Seal of Biliteracy?

The State Board of Education shall adopt rules to implement [s. 1003.432](#), F.S., which will specify the requirements and implementation of the Florida Seal of Biliteracy Program.

### **Concordant Scores – Section 1008.22, F.S.**

20. What concordant scores may a student use to satisfy the Grade 10 English/Language Arts (ELA) Florida Standards Assessment (FSA) graduation requirement?

In order to satisfy the Grade 10 ELA FSA graduation requirement, a student may use a score of 430 (or higher) on the new SAT Evidence-Based Reading and Writing section or a score of 24 (or higher) on the new SAT Reading subtest. In addition, a student may use a score of 19 (or higher) on the ACT Reading. Information related to statewide assessment requirements is available in [Graduation Requirements for Florida's Statewide Assessments](#).

## Continued Secondary Progression

### Middle Grades Progression – Section 1003.4156, F.S.

21. What are the requirements for a student to be promoted from Grade 8 to Grade 9?

In order for a student to be promoted from Grade 8 to Grade 9, a student must successfully complete courses, as specified in [s. 1003.4156, F.S.](#), in the following areas:

- Three middle school or higher courses in
  - ELA
  - Mathematics
  - Science
  - Social studies
    - One of these courses must be, at a minimum, a one-semester civics education course that includes the roles and responsibilities of federal, state and local governments; the structures and functions of the legislative, executive and judicial branches of government; and the meaning and significance of historic documents, such as the Articles of the Confederation, the Declaration of Independence and the U.S. Constitution;
    - Each student's performance on the statewide, standardized assessment in civics education required under [s. 1008.22, F.S.](#), constitutes 30 percent of the final course grade; and
    - A middle grades student who transfers into the state's public school system from an out-of-country, an out-of-state, or a private school or a home education program after the beginning of the second term of Grade 8 is not required to meet the civics education requirement for promotion from the middle grades if the student's transcript documents passage of three courses in social studies or two year-long courses in social studies that include coverage of civics education.
- One of the state-approved courses in career and education planning to be completed in the sixth, seventh or eighth grade.

22. What are the physical education requirements for a middle grades student?

One semester of physical education is required each year for middle grades students as required by [s. 1003.455, F.S.](#) The following waiver options are available:

- The student is enrolled or required to enroll in a remedial course.
- The student's parent indicates the following in writing to the school:
  - the parent requests the student enroll in another course from among those courses offered as options by the school district, or
  - the student is participating in physical activities outside the school day that are equal to or in excess of the mandated requirement.

23. How do middle grades students earn high school Algebra I credit?

Middle grades students enrolled in Algebra I must take the Algebra I EOC assessment and pass the course to earn high school Algebra I credit. A middle grades student is not required to earn a passing score on the Algebra I EOC assessment in order to earn high school credit or be promoted to high school. A middle grades student's performance on the Algebra I EOC assessment constitutes 30 percent of the student's final course grade.

24. If a middle grades student takes Algebra I, is the student required to pass the Algebra I EOC assessment in order to earn a standard diploma?

Yes.

25. What are the requirements of middle grades students enrolled in high school Algebra II, Geometry, U.S. History or Biology I to earn high school credit?

Middle grades students enrolled in high school Algebra II, Geometry, U.S. History or Biology I must take the EOC assessment, which constitutes 30 percent of the student's final course grade and earn a passing grade in the course.

26. If a middle grades student takes high school Algebra II, Geometry, U.S. History or Biology I, is the student required to pass the EOC assessment in order to qualify for a standard high school diploma scholar designation?

Yes.

27. Do middle grades students need to pass the Civics EOC assessment in order to be promoted to Grade 9?

No. A student's results on the Civics EOC assessment constitutes 30 percent of the student's final course grade.

28. What are the Civics requirements for a middle grades student who transfers into the state's public school system?

A middle grades student who transfers into the state's public school system from an out-of-country, an out-of-state, or a private school or a home education program after the beginning of the second term of eighth grade is not required to meet the Civics education requirement for promotion if the student's transcript documents passage of three courses in social studies or two year-long courses in social studies that include coverage of Civics education. If this is not the case, the student must be immediately enrolled in Civics, participate in the Civics EOC and the results of the EOC must constitute 30 percent of the course grade.

29. Are middle grades students who are enrolled in Algebra I, Geometry or Biology I required to be double tested with both the EOC assessment and the corresponding subject and grade level statewide, standardized assessment?

No. Middle grades students must take the statewide, standardized EOC assessment for those courses and shall not be required to take the corresponding subject and grade level statewide, standardized assessment.

30. Can a middle grades student earn high school course credit through the CAP specified in [s. 1003.4295\(3\), F.S.](#)?

Yes. A middle grades student who is enrolled in a high school level Algebra I, Geometry, Biology I, U.S. History or Algebra II course may take the corresponding EOC assessment and earn high school credit by earning a passing score.

31. What are the requirements for the middle grades career and education planning course that must be completed?

The middle grades career and education planning course must include the following:

- Be Internet-based, easy to use and customizable to each student;
- Include research-based assessments to assist students in determining educational career options and goals;
- Result in a completed personalized academic and career plan for the student;
- Emphasize the importance of entrepreneurship skills;
- Emphasize technology or the application of technology in career fields; and
- Include information from the Department of Economic Opportunity's economic security report as described in [s. 445.07, F.S.](#)

The required personalized academic and career plan for the student must inform the student of the following:

- High school graduation requirements, including a detailed explanation of the diploma designation options under [s. 1003.4285, F.S.](#);
- High school assessment and college entrance test requirements;
- Florida Bright Futures Scholarship requirements;
- State University and Florida College System institution requirements;
- Available opportunities to earn college credit in high school including
  - AP courses
  - International Baccalaureate (IB) Program
  - Advanced International Certificate of Education (AICE) Program
  - Dual enrollment (including career dual enrollment); and
- Available career education courses (including career-themed courses and courses that lead to industry certification pursuant to [ss. 1003.492](#) or [1008.44, F.S.](#)

32. Is there a requirement for a middle grades or high school student who scores Level 1 or Level 2 on the statewide, standardized ELA or mathematics assessment to enroll the following year in and complete a remedial course or a content-area course in which remediation strategies are incorporated into content course delivery?

No. This requirement was deleted as a result of the 2015 Legislative Session. Districts and/or schools continue to make decisions that are in the best interest of each student regarding course enrollment and instructional support. Intensive Reading, Intensive Language Arts, Intensive Writing and Intensive Mathematics continue to be included in the Florida Course Code Directory.

## High School Student Progression

### Academically Challenging Curriculum to Enhance Learning (ACCEL) Option – Section 1002.3105(5), F.S.

33. What is the distinction between the 18-credit ACCEL option and the 24-credit option?
- Three elective credits instead of eight,
  - Physical education is not required, and

- Online course is not required.

All other graduation requirements for a 24-credit standard diploma must be met based on Grade 9 cohort year per [s. 1003.4282\(3\)\(a\)-\(e\), F.S.](#)

34. Are high school students with disabilities who have an individual educational plan (IEP) eligible for consideration of a statewide, standardized assessment results waiver under the 18-credit ACCEL diploma option?

Yes.

35. What withdrawal code is used when a student graduates under an 18-credit ACCEL option?

The withdrawal codes are located in Appendix A: Attendance Recordkeeping Required Codes for Grades PK-12 Students in the Student Information System at the [PK-12 Database Manuals](#) web page and are based on ACCEL options ([s. 1002.3105\(3\), F.S.](#)).

36. Can a fifth-year high school student elect to graduate under the 18-credit ACCEL option?

Yes.

### **Early High School Graduation – Section 1003.4281, F.S.**

37. What is early high school graduation?

A student may choose the option of an early graduation (less than eight semesters) if the student earns 24 credits and meets the graduation requirements set forth in [s. 1003.4282, F.S.](#) Such students are not required to complete any additional district-mandated graduation requirements.

## High School Standard Diploma Requirements – Section 1003.4282, F.S.

38. What are the standard diploma options?

A student must successfully complete one of the following diploma options:

- 24-credit standard diploma,
- 18-credit ACCEL option,
- AICE curriculum or
- IB curriculum.

39. When can a school district award a standard high school diploma?

A school district may award a standard diploma to a student who earns a cumulative grade point average (GPA) of 2.0 on a 4.0 scale and meets the requirements of

- [s. 1003.4282, F.S.](#), 24-credit option (requires successful completion of 24 credits, an IB curriculum or an AICE curriculum) or
- [s. 1002.3105\(5\), F.S.](#) (18-credit ACCEL option).

40. What are the school district's notification requirements to students and parents?

Section [1003.4282\(2\)](#), F.S., requires the school district to notify students and parents in writing of the requirements for the following:

- a standard diploma,
- available diploma designations,
- eligibility requirements for state scholarship programs and
- eligibility requirements for postsecondary admission.

41. What are the 24-credit standard diploma requirements for students entering Grade 9 in the 2013-2014 school year and thereafter?

**Students Entering Grade 9 in the 2013-2014 and Thereafter**

<b>4 Credits English/ELA</b>
<ul style="list-style-type: none"> <li>• Pass the statewide, standardized Grade 10 ELA assessment or earn a concordant score in order to graduate with a standard diploma.</li> </ul>
<b>4 Credits Mathematics</b>
<ul style="list-style-type: none"> <li>• One of which must be Algebra I and one of which must be Geometry.</li> <li>• 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.</li> <li>• A student who takes Geometry must take the Geometry EOC assessment. The EOC results constitute 30 percent of a student's final course grade.</li> <li>• A student who earns an industry certification<sup>1</sup> that articulates to college credit may substitute the certification for up to two mathematics credits, except for Algebra I and Geometry.</li> <li>• A student who selects Algebra II must take the Algebra II EOC assessment. The EOC results constitute 30 percent of a student's final course grade.</li> </ul>
<b>3 Credits Science</b>
<ul style="list-style-type: none"> <li>• One of which must be Biology I, two of which must be equally rigorous science courses.</li> <li>• Two of the three required credits must have a laboratory component.</li> <li>• A student who takes Biology I must take the Biology I EOC assessment. The EOC results constitute 30 percent of a student's final course grade.</li> <li>• A student who earns an industry certification<sup>1</sup> that articulates to college credit may substitute the certification for one science course (except for Biology I).</li> <li>• An identified rigorous Computer Science course with a related industry certification substitutes for up to one science credit (except for Biology I).</li> </ul>
<b>3 Credits Social Studies</b>
<ul style="list-style-type: none"> <li>• One credit in World History.</li> <li>• One credit in U.S. History.</li> <li>• A student who takes U.S. History must take the EOC assessment. The EOC results constitute 30 percent of a student's final course grade.</li> <li>• One-half credit in U.S. Government.</li> <li>• One-half credit in Economics, which must include financial literacy.</li> </ul>
<b>1 Credit Fine and Performing Arts, Speech and Debate, or Practical Arts</b>
<ul style="list-style-type: none"> <li>• Eligible courses are specified in the Florida Course Code Directory at <a href="http://www.fldoe.org/policy/articulation/ccd">http://www.fldoe.org/policy/articulation/ccd</a>.</li> </ul>
<b>1 Credit Physical Education</b>
<ul style="list-style-type: none"> <li>• To include the integration of health.</li> </ul>
<b>8 Elective Credits</b>
<b>1 Online Course</b>

<sup>1</sup> Industry certifications for which there is a statewide college credit articulation agreement approved by the State Board of Education may substitute for mathematics and science credit and may be found at <http://www.fldoe.org/workforce/indcert.asp>.

42. What are the additional course substitution options for a student to satisfy the physical education and fine arts credit requirements?
- Participation in an interscholastic sport for two full seasons will satisfy the one-credit physical education requirement if the student passes a personal fitness competency test with a score of “C” or better.
    - A personal fitness test developed by the FDOE must be used.
  - Completion of one semester with a grade of “C” or better in a marching band class, physical activity class that requires participation in marching band activities as an extracurricular activity, or in a dance class will satisfy one-half credit in physical education or one-half credit in performing arts.
    - This credit may not be used to satisfy the personal fitness requirement or the requirement for adaptive physical education under an IEP or Section 504 plan.
  - Completion of two years in a Reserve Officer Training Corps class (including a significant component of drills) will satisfy the one-credit requirement in physical education and the one-credit requirement in performing arts.
    - This credit may not be used to satisfy the personal fitness requirement or the requirement for adaptive physical education under an IEP or Section 504 plan.

A district school board may not require that the one-credit requirement in physical education be taken during the Grade 9 school year.

### **Students with Disabilities – Section 1003.4282(10), F.S.**

43. What are the graduation requirements for students with disabilities?

Most students with disabilities take the same courses and assessments as other students to earn a standard diploma. The following options are only for students with disabilities and require the 24 credits listed in the table on page 12.

- Students with significant cognitive disabilities may earn credits via Access courses and be assessed on a Florida Standards Alternate Assessment.
- Students may earn at least 0.5 credit via paid employment.

Note: Both options allow for students to have a career and technical course with related content to substitute for one credit in ELA IV, mathematics, science and social studies (excluding Algebra I, Geometry and Biology I).

- Certain students with disabilities who entered Grade 9 prior to the 2014-2015 school year may continue the option to earn a special diploma.

44. Where is additional technical assistance related to high school graduation options for students with disabilities located?

The technical assistance paper, [High School Graduation Options for Students with Disabilities](#), describes the high school graduation options for students with disabilities following the adoption of Rule [6A-1.09963](#), Florida Administrative Code (F.A.C.), High School Graduation Requirements for Students with Disabilities (Division of Public Schools 2015-34, dated April 15, 2016).

45. What is the statutory authority for a waiver of statewide, standardized assessment results?

[Section 1008.22\(3\)\(c\)1., F.S.](#), requires that school districts provide instruction to prepare students with disabilities to demonstrate satisfactory performance in the core content knowledge and skills necessary for successful grade-to-grade progression and high school graduation. Assessment results may be waived under specific circumstances for students with disabilities for the purpose of receiving a course grade or a standard high school diploma. Specific requirements regarding the waiver process are found in [s. 1008.22\(3\)\(c\)2., F.S.](#)

46. Where is additional technical assistance related to the waiver of statewide, standardized assessment results located?

The technical assistance paper, [Waiver of Statewide, Standardized Assessment Results for Students with Disabilities](#) contains frequently asked questions and a sample form for IEP teams making decisions related to waiving statewide, standardized assessment results for students with disabilities for the purpose of earning a course grade or a standard high school diploma (DPS 2015-16, dated January 15, 2016).

47. Where is information and resources related to secondary transition for a student with a disability located?

Information and resources to support a student with a disability who transitions from high school to postsecondary education, employment and independent living may be located on the [Secondary Transition](#) web page.

### **Certificate of Completion – Section 1003.4282(6), F.S.**

48. What are the conditions for a school district to award a certificate of completion to a student?

A school district may award a certificate of completion to a student when the student earns the required 24 credits ([s. 1003.4282, F.S.](#)) or the required 18 credits under the ACCEL option ([s. 1002.3\(5\), F.S.](#)), but fails to

- pass the assessments required under s. 1008.22(3), F.S. or
- achieve a 2.0 GPA.

A student who is otherwise entitled to a certificate of completion may elect to remain in high school either as a full-time or part-time student for up to one additional year and receive special instruction designed to remedy the student's identified deficiencies.

## **Grade Forgiveness Policy – Section 1003.4282(5), F.S.**

49. What are the statutory requirements for the establishment of district grade forgiveness policies?

For high school students, section [1003.4282\(5\)](#), F.S., specifies that forgiveness policies for required courses shall be limited to replacing a grade of “D” or “F,” or the equivalent of a grade of “D” or “F,” with a grade of “C” or higher, or the equivalent of a grade of “C” or higher, earned subsequently in the same or comparable course.

Forgiveness policies for elective courses shall be limited to replacing a grade of “D” or “F,” or the equivalent of a grade of “D” or “F,” with a grade of “C” or higher, or the equivalent of a grade of “C” or higher, earned subsequently in another course.

The only exception to these forgiveness policies shall be made for a middle grades student who takes any high school course for high school credit and earns a grade of “C,” “D,” or “F” or the equivalent of a grade of “C,” “D,” or “F.” In such case, the district forgiveness policy must allow the replacement of the grade with a grade of “C” or higher, earned subsequently in the same or comparable course.

50. How is course grade forgiveness recorded on the high school transcript?

For required courses, if a student retakes the same or comparable course and meets the grade forgiveness requirements, an “X” course flag is added to the first attempt of the course, and an “I” is added to the same or comparable course taken subsequently. The course flags (Data Element Number 109125) are located in the Student Information System on the [PK-12 Database Manuals](#) web page and include the following:

- “X” – Exclude. Exclude from the state and local grade point average (use only in combination with an “I” for tracking forgiveness).
- “I” – Include. Include in grade point average (use only in combination with an “X”).

51. Are all grades on the high school transcript calculated into the cumulative grade point average?

All course grades that have a credit value indicated in the Credit Earned column are calculated into the cumulative grade point average unless the course is excluded and an “X” Course Flag is reported.

52. Can a course be deleted from a student’s transcript?

No. Rule [6A-1.0955\(3\)](#), F.A.C., requires each school district to keep a record of courses taken and a record of achievement, such as grades, unit or certification of competence. Student records cannot be altered at any time unless it has been determined that the information is inaccurate or in violation of the privacy or other rights of the student. All courses and grades must be included on the student’s transcript. The authority for a school district to adopt forgiveness policies is for the express purpose of assisting students in meeting the requirements necessary to graduate from high school, including a minimum grade point average and successful completion of academic credit or curriculum

requirements. All forgiven courses and grades must be included on a student's transcript as an accurate reflection of the student's record of achievement.

53. What is the definition of high school credit?

Section [1003.436\(1\), F.S.](#), specifies that one full credit means a minimum of 135 hours of bona fide instruction in a designated course of study that contains student performance standards, except as provided through the CAP under [s. 1003.4295\(3\), F.S.](#) The hourly requirement for a half credit is 67.5 hours.

## EOC Assessments and Grade Forgiveness

54. For each cohort of students with the requirement for an EOC assessment to count as 30 percent of students' final course grade, what are the guidelines to determine the final grade calculation?

The EOC assessment results must constitute 30 percent of the final course grade.

The algorithm to calculate 30 percent of the final course grade based on an EOC assessment is a locally determined decision.

The FDOE's preferred algorithm, although not required, is  
[(Semester 1 converted to a 0-4 scale)\*0.35] + [(Semester 2 converted to 0-4 scale)\*0.35] + [(EOC assessment converted to 0-4 scale)\*0.30] = course average  
[If weighting: (course average) + weight].

If a school district reports using a semester reporting system only (terms one and two), then the semester one and two averages must include 30 percent of the EOC assessment results. For semester one report cards, an asterisk could be placed with a special note (e.g., Semester one average pending end-of-year EOC assessment results).

Another option for districts using a semester reporting system would be to report a final year (term three) average only for courses requiring an EOC assessment and when there is the requirement for the results to count as 30 percent of the final course grade. If a term three is reported for the course, then the combination of term one and term two should not be sent. This could incorrectly affect how the student's GPA is calculated.

55. Does the grade forgiveness policy still apply to the cohorts of students with the requirement for an EOC assessment to count as 30 percent of student's final course grade?

Grade forgiveness still applies. If the student's final average with the EOC assessment included as 30 percent results in a course grade of "D" or "F," the options for the student include one of the following:

- Retaking a semester of the course,
- Retaking the entire course,
- Retaking the EOC assessment for that course or
- Retaking both the course and the EOC assessment to improve the student's final course grade.

If retaking the course, including the EOC assessment as 30 percent, or retaking the EOC assessment results in a final course average of "C" or above, then this grade replaces the

“D” or “F.” If it does not result in a “C” or above, then the original course average stands and is not replaced. Only one credit is allowed per course, so only one grade per course should be included as part of the student’s GPA ([s. 1003.4282\(6\), F.S.](#)): “In all cases of grade forgiveness, only the new grade shall be used in the calculation of the student’s GPA. Any course not replaced according to a district school board forgiveness policy shall be included in the calculation of the cumulative GPA required for graduation.”

56. May a student who is in a cohort subject to the EOC assessment results constituting 30 percent of the final course grade requirement retake an EOC assessment to improve their course grade?

Yes. However, this option is only available to students who are eligible to do so under the grade forgiveness policies of their school district.

57. Can a district school board establish a policy to require students to have their performance on an assessment constitute 30 percent of their final course grade if it is not required by statute?

Yes.

### **Credit Recovery Courses and Grade Forgiveness**

58. What is the definition of a Credit Recovery course?

Credit Recovery courses are elective credit-bearing courses with specific content requirements defined by current adopted Florida Standards. Students enrolled in a Credit Recovery course must have previously attempted the corresponding course, the EOC assessment or both, since the course requirements for the Credit Recovery course are exactly the same as the previously attempted corresponding course. For example, Geometry (1206310) and Geometry for Credit Recovery (1206315) have identical content requirements.

It is important to note that Credit Recovery courses are not bound by [s. 1003.436\(1\)\(a\), F.S.](#), which requires a minimum of 135 hours of bona fide instruction (120 hours in a school/district implementing block scheduling) in a designed course of study that contains student performance standards, since the students have previously attempted successful completion of the corresponding course. Credit Recovery courses should only be used for credit recovery, grade forgiveness or remediation for students needing to prepare for an EOC assessment retake.

59. Which courses are designated as Credit Recovery courses?

Specific courses in English, mathematics, science and social studies are designated as credit recovery and listed in the [2016-2017 Florida Course Code Directory](#). Courses are designated as Level 2 and R (Recovery). They are reported as elective courses.

60. How many credits may a student earn in a Credit Recovery Course?

Credit Recovery courses have a 0.5 credit value and may be taken for up to a maximum credit value of 1.0.

61. Do Credit Recovery courses count toward academic core subject areas for State University System (SUS) First-Time-In-College (FTIC) admissions and the Bright Futures Scholarship Program requirements?

No. Credit Recovery courses designated as electives will not satisfy SUS/FTIC admissions and the Florida Bright Futures Scholarship Program requirements.

62. Are Credit Recovery courses approved by the National Collegiate Athletic Association (NCAA)?

No. The [NCAA Eligibility Center](#) determines whether or not to approve nontraditional academic core subjects (e.g. credit recovery, online courses, independent study). Each high school must complete the NCAA eligibility certification process for academic core-subject course approval.

63. How is credit reported on a student's transcript when a student takes a Credit Recovery course for grade forgiveness purposes?

A student who takes a Credit Recovery course may earn elective credit for the terms up to a maximum value of 1.0. In addition, the grade earned in the Credit Recovery course and the course credit value are posted on the transcript. Then, the corresponding academic core course is recorded on the transcript using the grade earned in the Credit Recovery course. If the course has a required EOC assessment, then the EOC assessment results must constitute 30 percent of the academic core final course grade. As a result, if the student earns a "C" or higher in the academic core course, then the district grade forgiveness policy may apply.

### **Uniform Transfer of High School Credits – Section 1003.4282(7), F.S.**

64. What are the requirements for out-of-country, out-of-state, private school or home education program students who transfer into a Florida public school with a transcript that shows an Algebra I credit?

If the student's transcript indicates Algebra I course credit, the student must take and pass the Algebra I EOC assessment in order to earn a standard diploma unless the student achieved the following:

- Earned a comparative score of 97 or higher on the PERT,
- Passed a statewide assessment in Algebra I administered by the transferring entity or
- Passed the statewide mathematics assessment the transferring entity uses to satisfy the requirements of the Elementary and Secondary Education Act (20 U.S.C. s. 6301).

65. What are the requirements for out-of-country, out-of-state, private school or home education program students who transfer into a Florida public school with a transcript that shows a credit in high school reading or ELA II or III?

If the student's transcript indicates credit in high school reading or ELA II or III, the student must take and pass the Grade 10 ELA assessment or earn a concordant score in order to earn a standard diploma.

66. If a transfer student's transcript shows a final course grade and credit in Algebra I, Geometry, Biology I or U.S. History, does the student have to take the EOC assessments for the course(s) for transfer of credit?

No. The transferring final grade and credit must be honored without the student taking the requisite EOC assessment and without the results constituting 30 percent of the student's final course grade.

A student must take and pass the Algebra I EOC assessment in order to earn a standard diploma.

Although to qualify for a scholar diploma scholar diploma designation, the student must satisfy the scholar diploma designation requirements for their Grade 9 cohort year. Refer to questions 99 and 100.

67. What is the State Board of Education Rule related to transfer of high school credit?

Rule [6A-1.09941, F.A.C.](#), specifies the requirements for the uniform transfer of high school credit in addition to [s. 1003.4282\(7\), F.S.](#)

68. If an out-of-state transfer student's transcript evidences a passing score on the transferring state's statewide ELA assessment required for graduation, can that assessment satisfy the Florida Grade 10 ELA assessment requirement?

No. Only ACT and SAT concordant scores may be used to satisfy the Florida Grade 10 ELA assessment requirement.

69. Can a transfer student whose transcript indicates an Algebra I course credit and no evidence of a passing score on a statewide, standardized mathematics assessment or Algebra I subject assessment use a comparative PERT score (97) without a first attempt at the Florida Algebra I EOC Assessment?

No.

### **Online Course Graduation Requirement – Section 1003.4282(4), F.S.**

70. What is the online course requirement for graduation?

At least one course required for graduation must be completed through online learning.

71. What is the definition of an online course to meet this requirement?

An online course is a formal education program involving student-teacher interaction in which a student learns mostly through online delivery of content and instruction with some element of student control over time, place, path or pace.

72. Are students seeking a standard diploma with an option other than the 24-credit standard diploma option required to meet the online course graduation requirement (e.g., AICE, IB, 18-credit ACCEL)?

No. Only students seeking the 24-credit high school diploma must meet this graduation requirement.

73. How can students seeking the 24-credit standard diploma meet the online course requirement for graduation?

Students may meet this requirement by completing an online high school course offered by the following:

- Florida Virtual School;
- A district high school (to include traditional district schools, district franchises and virtual charter schools);
- A postsecondary school as an online dual enrollment course;
- District virtual instruction programs; and
- A district middle school (high school level course).

Students may also satisfy the online course graduation requirement as indicated in question 1 through the following:

- Completion of an eligible industry certification passage or passage of the information technology certification examination without enrollment in or completion of the corresponding courses.
- Passage of an online content assessment by which the student demonstrates skills and competency in locating information and applying technology for instructional purposes without enrollment of the corresponding course or courses.

74. Are students required to pass the online course in order to meet the online course graduation requirement?

Yes. [Section 1003.4282, F.S.](#), specifies the course must be within the 24 credits and completed through online learning.

75. Does an online middle school course taken in middle grades fulfill the online course graduation requirement?

No. The course taken during middle school has to be within the 24 credits required for high school graduation.

76. Does the online course need to be taught by a qualified, Florida-certified instructor?

Yes. The teacher providing the instruction (online or face-to-face) must meet the certification requirements for instructional staff under Chapter 1012, F.S., and be certified to teach the course. Information on certification requirements for specific courses can be found in the Course Code Directory.

77. If a student successfully completes half of a full-credit online class, does this mean that the student has met the graduation requirement?

No. The law specifies that one course within the 24 credits must be completed through online learning. Therefore, the student must complete a course. If it is a year-long course, then the student must earn the full credit to meet the graduation requirement.

78. Can a half-credit online course meet the online course graduation requirement?

Yes. A half-credit online course may meet this requirement as long as it is within the 24 credits required for graduation.

79. Can Credit Recovery online courses be used to meet the online course graduation course?

Yes. As long as the student earns high school credit through an online course as defined in question 74.

80. Can a driver education course taken online satisfy an online course graduation requirement?

Yes.

81. If a course was taught using an e-book in a traditional classroom, would that meet the online course graduation requirement?

No.

82. If the course was taught in a traditional classroom using an interactive white board and digital readers, would that meet the online course graduation requirement?

No.

83. Are there exceptions for meeting this requirement?

Yes. [Section 1003.4282\(4\), F.S.](#), provides for two exceptions. The first is for students with disabilities whose IEP indicates that an online course is inappropriate. The second exception is for students who transfer into a Florida public high school who have less than a year left in high school.

84. Before determining that a student's IEP should include an exception to the requirement for participation in an online course in accordance with s. 1003.4282(4), F.S., what information should the IEP team consider?

Because many students with disabilities will be accessing online instruction in a postsecondary setting, it is of critical importance that efforts be made to support the participation of students with disabilities pursuing a standard diploma in the online course requirement. IEP teams should follow the same guidelines for developing a quality IEP for online learning environments as they do for face-to-face learning environments. Regarding an online course, the team should consider the following questions:

- What supports, services, accessible instructional materials (AIMs), assistive technologies and accommodations will the student need to be able to participate and progress in an online learning environment?
- Are there AIMs, assistive technologies and accommodations that the student will need time to become proficient in using in order to be able to participate and progress in an online course?

85. What is the definition of the Online Course Exempt data element (197242)?

The Online Course Exempt data element (197242) is defined as an indicator of whether the student is exempt from the requirement of taking an online course per [ss. 1002.321\(3\) and 1003.4282\(4\), F.S.](#)

This data element is located in the Student Information System at the [PK-12 Database Manuals](#) web page. The codes are as follows:

- D – This requirement does not apply to this student because the student has an individual educational plan (IEP) under [s. 1003.57, F.S.](#), which indicates that an online course would be inappropriate.
- T – This requirement does not apply to this student because the student is enrolled in a Florida high school and has less than one academic year remaining in high school.
- Z - This student has no exemption.

86. How will the exceptions for meeting the online graduation requirement be reported to the FDOE database?

The data element entitled Online Course Exempt (197242) is to be reported during Survey 5 on the Student Course Transcript Information Record Format.

87. What code is recorded on the student transcript when a student is exempt from the online course graduation requirement?

The applicable codes are located in the Online Course Exempt field in the I/S01 Demographic section of the FASTER User Manual located at <http://www.floridastudentfinancialaid.org/faster/index.htm>.

### **Industry Certification Mathematics and Science Substitutions – Section 1003.4282(3)(b)-(c), F.S.**

88. How many mathematics and science credits may be substituted with industry certifications?

- A student who earns an industry certification for which there is a statewide college-credit articulation agreement approved by the State Board of Education may substitute the certification for one mathematics credit. Substitution may occur for up to two mathematics credits, except for Algebra I and Geometry.
- A student who earns an industry certification for which there is a statewide college-credit articulation agreement approved by the State Board of Education may substitute the certification for up to one science credit, except for Biology I.

It is important to note that one qualifying industry certification attainment equates to one substitution credit. A student would need to earn three distinct industry certifications to earn the maximum three substitutions credits (two in mathematics and one in science). The school district determines which industry certification (passing scores) can yield course substitutions for mathematics and science.

89. Where can one find the industry certifications for which there is a statewide college-credit articulation agreement approved by the State Board of Education that may substitute for mathematics and science credit?

Refer to the Statewide Articulation Agreements web page at <http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/industry-certification.stml>.

90. What are the Course Code Directory industry certification substitution numbers for student transcript reporting purposes?

The Industry Certification Mathematics Substitution numbers are 1200998 and 1200999; the Industry Certification Science Substitution number is 2000999.

### **Adult Education Student Standard Diploma Requirements – Section 1003.4282(6)(b), F.S.**

91. What are the course and assessment requirements for an adult student to be awarded a standard high school diploma?

A student in an adult general education program ([s. 1004.93, F.S.](#)) will be awarded a standard diploma if the student meets the requirements for the 24-credit option ([s. 1003.4282, F.S.](#)) or the 18-credit ACCEL option ([s. 1002.3105\(5\), F.S.](#)) with possible exceptions that include the following:

- One elective credit may be substituted for the one-credit requirement in fine or performing arts, speech and debate, or practical arts.
- The district school board may waive the requirement that two of the science credits include a laboratory component.
- The one credit in physical education may be substituted with an elective credit.

92. Where can one find additional information related to the adult student standard diploma requirements?

The [2015-2016 Adult High School Technical Assistance Paper](#) provides guidance on the requirements for adults no longer enrolled in public high school to complete the required courses and state assessments to earn a standard high school diploma.

### **Standard Diploma Designations – Section 1003.4285, F.S.**

93. What are the standard diploma designations?

The two designations are the diploma designation and the merit diploma designation.

94. Are these designations different diplomas?

No. There is one Florida standard diploma with two possible designations.

95. Is there a deadline for a student to choose a designation to work toward?

No.

96. Is a student required to work toward a standard high school diploma designation?

No.

97. Can a student earn more than one standard high school diploma designation?

Yes. A student can earn both standard high school diploma designations.

98. What are the requirements for a scholar designation on a standard diploma for students entering Grade 9 in the 2013-2014 school year?

In addition to meeting the 24-credit standard high school diploma requirements, a student must do the following:

- Earn 1 credit in Algebra II,
- Earn 1 credit in Statistics or an equally rigorous mathematics course,
- Pass the Biology I EOC,
- Earn 1 credit in Chemistry or Physics,
- Earn 1 credit in a course equally rigorous to Chemistry or Physics,
- Pass the U.S. History EOC,
- Earn 2 credits in the same World Language, and
- Earn at least 1 credit in AP, IB, AICE or a dual enrollment course.
  - A student enrolled in an AP, IB or AICE Biology course who takes the respective Biology assessment and earns the minimum score necessary to earn college credit meets the requirement without having to take the Biology I EOC assessment.
  - A student enrolled in an AP, IB or AICE course that includes U.S. History topics who takes the respective assessment and earns the minimum score necessary to earn college credit meets the requirement without having to take the U.S. History EOC assessment.

99. What are the requirements for a scholar designation on a standard diploma for students entering Grade 9 in 2014-2015 school year and thereafter?

In addition to meeting the 24-credit standard high school diploma requirements, a student must do the following:

- Earn 1 credit in Algebra II and pass the Algebra II EOC,
- Pass the Geometry EOC,
- Earn 1 credit in Statistics or an equally rigorous mathematics course,
- Pass the Biology I EOC,
- Earn 1 credit in Chemistry or Physics,
- Earn 1 credit in a course equally rigorous to Chemistry or Physics,
- Pass the U.S. History EOC,
- Earn 2 credits in the same World Language, and
- Earn at least 1 credit in AP, IB, AICE or a dual enrollment course.
  - A student enrolled in an AP, IB or AICE Biology course who takes the respective Biology assessment and earns the minimum score necessary to earn college credit meets the requirement without having to take the Biology I EOC assessment.
  - A student enrolled in an AP, IB or AICE course that includes U.S. History topics who takes the respective assessment and earns the minimum score necessary to earn college credit meets the requirement without having to take the U.S. History EOC assessment.

100. Which courses satisfy the Chemistry requirement for a scholar diploma designation?

Accelerated Chemistry courses that result in college credit (dual enrollment, AP, IB and AICE) may satisfy this requirement.

In addition, the following courses satisfy the Chemistry requirement for a scholar diploma designation:

2003340	Chemistry 1
2003350	Chemistry 1 Honors
2003372	Pre-AICE Chemistry International General Certificate of Secondary Education (IGCSE) Level
2003800	Florida's Preinternational Baccalaureate Chemistry 1
2003830	IB Middle Years Program Chemistry
2003360	Chemistry 2 Honors

101. Which courses satisfy the Physics requirement for a scholar diploma designation?

Accelerated Physics courses that result in college credit (dual enrollment, AP, IB and AICE) satisfy this requirement.

In addition, the following courses satisfy the Physics requirement for a scholar diploma designation:

2003380	Physics 1
2003390	Physics 1 Honors
2003432	Pre-AICE Physics IGCSE Level
2003410	Physics 2 Honors

102. Which courses satisfy the “one credit in a course equally rigorous to chemistry or physics” for a scholar diploma designation?

To meet the requirement, the credit must be attained by successfully completing a science course with an “EQ” (equally rigorous) subject code. These courses include accelerated courses (AP, IB, AICE and dual enrollment). For more information, refer to the Florida Course Code Directory at <http://www.fldoe.org/policy/articulation/ccd>.

103. Where can one locate the subject codes for high school-level courses?

Refer to the Florida Course Code Directory Section 3 Grades 9 to 12 and Adult Education Listing at <http://www.fldoe.org/policy/articulation/ccd>.

104. Where can one locate high school subject codes assigned to mathematics and science dual enrollment courses?

Refer to the Dual Enrollment Course – High School Subject Area Equivalency List at the [Articulation Office](#) web page.

105. Which courses are considered equally rigorous to Statistics for a scholar diploma designation?

A Level 3 or college credit-bearing mathematics course meets the requirement.

106. What are the requirements for a merit designation on a standard diploma?

In addition to meeting the standard high school diploma requirements based on Grade 9 cohort year, attaining one or more industry certifications from the list established under [s. 1003.492, F.S.](#)

107. Can a student who has completed the Integrated Science (IS) series (1–3) and who passes the Biology I EOC meet the requirement of having completed one credit in Chemistry or Physics for the scholar diploma designation?

Yes. Completion of a three-course IS series, either standard or honors, constitutes course equivalencies for Biology I (2000310), Chemistry I (2003340) or Physics I (2003380), and an equally rigorous science course (as stand-alone, Integrated 1, 2 or 3 are equally rigorous science courses).

108. Can a student participating in an IB or an AICE curriculum program be eligible for the scholar diploma designation or merit diploma designation?

Yes. A student participating in an IB or AICE program may earn both diploma designations.

109. What code is used to record that a student received a scholar or merit high school diploma designation?

The diploma designation data element is located in the Student Information System on the [PK-12 Database Manuals](#) web page.

## **Postsecondary Education Readiness Test**

110. Are school districts required to assess identified students in the eleventh grade on the PERT, ACT or SAT?

No. However, [s. 1008.25\(4\)\(a\), F.S.](#), requires that each student who does not achieve a Level 3 or above on the statewide, standardized ELA assessment, the statewide, standardized mathematics assessment, or the Algebra I EOC assessment must be evaluated to determine the nature of the student's difficulty, the areas of academic need and strategies for providing academic supports to improve the student's performance.

111. Are the college-ready and college-success courses still available?

Yes. Districts and schools will continue to make decisions that are in the best interest of each student regarding course enrollment and instructional support per [s. 1008.25\(2\)\(a\), F.S.](#) The following college-ready and college-success courses are available in the [Florida Course Code Directory](#) and Curriculum Planning and Learning Management System ([CPALMS](#)):

- Reading for College Success (1008350),

- Mathematics for College Success (1200410),
- Writing for College Success (1009370),
- English 4: Florida College Prep (1001405), and
- Mathematics for College Readiness (1200700).

112. Is the PERT still available?

Yes. The PERT will continue to be available to districts to administer as a college-ready assessment and will continue, until new cut scores are adopted, as a comparative score for students to meet the Algebra 1 EOC assessment requirement as per State Board of Education Rule [6A-1.094223](#), F.A.C., and [s. 1008.22\(9\)](#), F.S.