

**Florida Department of Education
Adult General Education
Program Description**

ADULT HIGH SCHOOL	
Program Title	Adult High School
Program Number	9900010
Course Number	<i>Use Appropriate Secondary Course Number from Course Code Directory (CCD)</i>
CIP Number	1532.010202
Grade Equivalent	9.0-12.9
Recommended Length	Varies

Purpose

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. Program requirements are in accordance with standards established by the state. A program of instruction for AHS students shall be based on the State of Florida adult education course description and the Florida Standards included in the secondary course description. Students in the AHS program must meet all state and local requirements for graduation unless otherwise noted in section 1003.4282 (7)(b), F.S.

Program Structure

Instructional methodologies may include, but are not limited to, traditional lecture instruction, competency and performance-based adult education, distance learning and computer-assisted instruction.

Program procedures include the following:

- A. Determining eligibility for enrollment:
 - 1. Is 16 years or older
 - 2. Official withdrawal from elementary or secondary school with the exceptions noted in Rule 6A-6.014, FAC for co-enrolled students.
- B. Diagnosing learning difficulties as necessary.
- C. Prescribing individualized instruction.
- D. Managing learning activities.
- E. Evaluating student progress.

Standard Diploma

To obtain a standard adult education diploma, a student must earn either the standard 24 credits or 18 credits under the ACCEL option, maintain a minimum 2.0 GPA and successfully complete all required statewide exams (or earn concordant or comparative scores in respective courses) in accordance with State of Florida guidelines.

Note: Please refer to F.S. 1003.4282 or 1002.3105 (depending on 24 or 18 credit options) at www.leg.state.fl.us. Please also visit the Adult High School Technical Guide at [Technical Assistance Guide for Adult High Schools](#) for complete requirements and exemptions based on cohort status.

Special Notes:

Use of 9900010 Program Number:

Rule 6A-6.011, Florida Administrative Code (FAC), provides that a student enrolled in an adult education course required for high school credit is an adult education student. The instruction should be consistent with the secondary curriculum frameworks. The adult education program number (9900010) for Adult High School must be used in conjunction with the appropriate secondary course number(s).

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities to meet individual needs and ensure equal access. Adult students with disabilities must self-identify and request such services. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodations requested and provided should be maintained in a confidential file.

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.

In order to meet most secondary accrediting agency requirements, please refer to the certification requirements listed in Section 3 and 5 of the Florida Department of Education's Course Code Directory at <http://www.fldoe.org/policy/articulation/ccd/2016-2017-course-directory.stml> as appropriate for each specific course being offered.

Career and Education Planning

The following career development standards are designed to be integrated into the Adult High School program to assist students with career exploration and planning. Students can access Florida's career information delivery system or a comparable system for career exploration and development of a career plan.

Standards:

- CP.AHS.01 Develop skills to locate, evaluate, and interpret career information.
- CP.AHS.02 Identify interests, skills, and personal preferences that influence career and education choices.
- CP.AHS.03 Identify career cluster and related pathways that match career and education goals.
- CP.AHS.04 Develop and manage a career and education plan.

Digital Literacy (Technology)

Computer skills have become essential in today's world. Students use a variety of technology tools such as calculators, cell phones, and computers for multiple uses; communicate with friends and family, apply for work, classroom instruction, testing, and in the workplace. Technology standards are designed to be integrated in the instruction.

Standards:

- DL.AHS.01 Develop basic keyboarding and numerical keypad skills.
- DL. AHS.02 Produce a variety of documents such as research papers, resumes, charts, and tables using word processing programs.
- DL.AHS.03 Use Internet search engines such as Google, Bing, or Yahoo to collect data and information.
- DL.AHS.04 Practice safe, legal, and responsible sharing of information, data, and opinions online.

Workforce Preparation Activities

The term "workforce preparation activities" means activities, programs, or services designed to help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of postsecondary education or training, or employment. (Workforce Innovation and Opportunity Act (WIOA), 2014).

The following activities should be integrated into the classroom instruction:

Critical Thinking	All students will make decisions and solve problems by specifying goals, identifying resources and constraints, generating alternatives, considering impacts, choosing appropriate alternatives, implementing plans of action, and evaluating results.
Teamwork	All students will learn to work cooperatively with people with diverse backgrounds and abilities. Students will identify with the group's goals and values, learn to exercise leadership, teach others new skills, serve clients or customers, and contribute with ideas, suggestions, and work efforts.
Employment	All students will develop job search skills for employment such as completing an application, resume, cover letter, thank you letter, and interviewing techniques.
Self-Management	All students should display personal qualities such as responsibility, self-management, self-confidence, ethical behavior, and respect for self and others.

Utilizing Resources	All students will learn to identify, organize, plan, and allocate resources (such as time, money, material, and human resources) efficiently and effectively.
Using Information	All students will acquire, organize, interpret, and evaluate information in post-secondary, training, or work situations.
Understanding Systems	All students will learn to understand, monitor, and improve complex systems, including social, technical, and mechanical systems, and work with and maintain a variety of technologies.