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**MEMORANDUM**

**TO:** Adult Education Directors

**FROM:** Rod Duckworth, Chancellor, Career and Adult Education  
Madeline Pumariega, Chancellor, Florida College System

**DATE:** August 4, 2017

**SUBJECT: Instructional Hours Reporting Procedures for Adult General Education Programs**

The Florida Department of Education recently adopted amended procedures for instructional hours reporting in adult general education programs based on changes to WIOA federal laws effective July 1, 2017. These procedures are included in Rule 6A-10.0381, Florida Administrative Code (F.A.C.) and provide clarity as well as consistency in reporting among programs. The effective date for the procedures is the fall reporting term of the 2017-18 academic year.

Attached are the following documents to assist in your local implementation of the procedures:

- 1) Technical Assistance Paper
- 2) Summary of the sections of Rule 6A-10.381, F.A.C., which involve instructional hours reporting

If you have any policy questions regarding these procedures, you may contact Tara Goodman at 850-245-9002 or Tara McLarnon at 850-245-9005. For technical assistance on school district data submissions, please contact Leann Ames at [leann.ames@fldoe.org](mailto:leann.ames@fldoe.org). For technical assistance on Florida College System data submissions, please contact Juan Mestre at [juan.mestre@fldoe.org](mailto:juan.mestre@fldoe.org).

RD/MP/tg

Attachments

cc: District Reports Coordinators  
Florida College System Reports Coordinators  
WEDDAC members  
MISATFOR members