

2016-2017  
Florida  
Adult High  
School  
Technical  
Assistance  
Paper

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Career and Adult Education



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## **Adult High School Program Overview**

The Adult High School (AHS) program enables an adult student, as defined in s. 1004.02(5), Florida Statutes (F.S.), to complete the required courses and state assessments to earn a standard high school diploma<sup>1</sup>. Course requirements in adult high school programs are designed in accordance with standards adopted by the State Board of Education in s. 1003.41, F.S.<sup>2</sup> A program of instruction for both traditional and co-enrolled AHS students shall be based on the Florida Department of Education (FDOE) Adult Education Curriculum Frameworks found here: <http://www.fldoe.org/academics/career-adult-edu/adult-edu/2016-2017-adult-edu-curriculum-frameworko.shtml> and the Florida Standards (<http://www.fldoe.org/academics/standards/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 s. 1004.93, F.S., and defined as comprehensive instructional programs designed to improve the employability of the state's workforce through adult basic education, adult secondary education, English for Speakers of Other Languages, applied academics for adult education instruction, and instruction for adults with disabilities in 1004.02(3), F.S.<sup>3</sup>. The AHS Curriculum Framework is correlated to the Florida Standards, and courses offered are the same as those offered in the K-12 school system, as found in the [2016-2017 Florida Course Directory](#) (Section 3 and secondary numbers only in Section 5). The FDOE AHS Course Curriculum Frameworks, per s.1004.92(2)(b)(4), F.S., provide a minimum set of standards to be used by all facilitators delivering AHS education programs<sup>4</sup>. 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 graduation requirements for a standard high school diploma per s. 1003.4282, F.S., unless otherwise noted in this guide<sup>5</sup>.

If you have any questions regarding this technical assistance paper, please contact Zelda Rogers, director of Adult Education, at 850-245-0450 or [zelda.rogers@fldoe.org](mailto:zelda.rogers@fldoe.org).

## **Enrollment Criteria**

**Enrollment in an AHS program, with the exception of co-enrollment, is permissible if a 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

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<sup>1</sup> s. 1004.02(5), F.S.

<sup>2</sup> s. 1003.41, F.S.

<sup>3</sup> s. 1004.02(3), F.S.

<sup>4</sup> s. 1004.92(6)(b)(4), F.S.

<sup>5</sup> s. 1003.4282, F.S.

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

**Criteria for entering into an AHS co-enrolled program:**

A co-enrolled student is one who is currently enrolled in a high school program and is simultaneously taking high school core credit courses in an adult high school program per s. 1011.80(10), F.S<sup>6</sup>. Appropriate documentation, as specified by the institution, shall be obtained prior to enrollment.

K-12 students may enter a co-enrollment program offered through established district and college AHS programs. Courses offered through co-enrollment must also be offered for traditional AHS students. While programs are not limited by the number of courses in which a student can enroll, students may only be reported for WDIS 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 2016-2017 is available at <http://www.fldoe.org/academics/career-adult-edu/adult-edu/2016-2017-adult-edu-curriculum-frameworko.shtml> under the heading of “Adult High School, 2016-2017 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 9<sup>th</sup> 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.**

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<sup>6</sup> s. 1011.80(10), F.S.

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 (excluding co-enrolled) are required to charge the following tuition rates per s. 1009.22, F.S.:

- \$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)<sup>7</sup>

### **Assessing Students for the National Reporting System (NRS)**

Students are not required to pretest before entering AHS programs. 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 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 and 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

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<sup>7</sup> s. 1009.22, F.S.

procedures found at the [Bureau of Community College and Technical Center Management Information Systems \(CCTCMIS\)](#) website.

**TABLE 1 - ADULT HIGH SCHOOL CREDIT MATRIX**

<b>High School Credit Program</b>	<b>Course Number</b>	<b>Mastery of Performance Standards Output Measure</b>	<b>Literacy Completion Point (LCP)</b>
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.

For AHS programs, some exemptions to the requirements are present under s. 1003.4282(6)(b), F.S.<sup>8</sup> :

- 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 or the Academically Challenging Curriculum to Enhance Learning (ACCEL) option of 18 credits per s.1002.3105, F.S., and successfully complete all statewide assessments or attain a recognized concordant score as specified in s. 1008.22(7), F.S., or a recognized comparative score as

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<sup>8</sup> s. 1003, 4282(6)(b), F.S.

specified in s. 1008.22(8), F.S. A cumulative GPA of 2.0 on a 4.0 scale is required for all adult education students.<sup>9</sup>

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, and Algebra II.

AHS follows the same course requirements and state assessments as those required in the K-12 system as per s. 1003.4282, F.S. (24 credit option) and s. 1002.3105, F.S. (ACCEL option). However, some exceptions apply:

- 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 2016-2017 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.

### **Graduation Requirements for Adult Education Students**

Rule 6A-6.020, F.A.C. grants high school credits and diplomas to adults became effective January 2013.<sup>10</sup> Students already enrolled prior to this date may follow the educational plan in place prior to adoption of the rule. 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 9<sup>th</sup> grade cohort group has not graduated must meet the graduation requirements based on the year that the student entered the 9<sup>th</sup> grade.
- (2) Students whose cohort group has graduated must follow the graduation requirements as listed in the following charts. Students entering AHS after their 9<sup>th</sup> grade cohort has graduated, or who are not a part of a 9<sup>th</sup> grade cohort (from another country, never entered high school, etc.) must meet the current 12<sup>th</sup> grade cohort graduation requirements that are in effect for the year they enter AHS.

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<sup>9</sup> s. 1003.4282 (6)(b), F.S.

<sup>10</sup> Rule 6A-6.020, F.A.C.



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 9<sup>th</sup> grade cohort.

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

<b>Students Entering Adult High School in 2013-2014 ( 9<sup>th</sup> grade cohort of 2010-11)</b>
<b>4 Credits English/ELA</b>
Pass the statewide, standardized ELA assessment or earn a concordant score in order to graduate with a standard diploma.
<b>4 Credits Mathematics</b>
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.
<b>3 Credits Science</b>
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"> <li>• are not required to pass to earn course credit, and</li> <li>• the EOC results are not required to constitute 30 percent of a student’s final course grade.</li> </ul>
<b>3 Credits Social Studies</b>
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.
<b>Fine and Performing Arts, Speech and Debate, or Practical Arts</b>
Not required, may substitute with elective credit.
<b>Physical Education</b>
Not required, may substitute with elective credit.
<b>10 Elective Credits</b>
<b>18 Credit (ACCEL) Option</b>
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 s. 1003.4282(3)(a-e), F.S.

\*Note: If the student, whose 9<sup>th</sup> 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 9<sup>th</sup> grade in 2010-2011. Students entering AHS whose 9<sup>th</sup> grade cohort group has not graduated must meet the graduation requirements based on the year that the student entered the 9<sup>th</sup> grade. Those charts are available at <http://www.fldoe.org/academics/graduation-requirements/index.shtml>. Students with Algebra 1 on their transcript prior to 2010-2011 and Biology I, Geometry, and U.S. History on their transcript prior to 2011-2012 are not required to take the EOC when enrolling in AHS.

Students Entering Adult High School in 2014-2015 School Year (9 <sup>th</sup> grade cohort of 2011-2012)
<b>4 Credits English Language Arts (ELA)</b>
Pass the statewide, standardized ELA assessment or earn a concordant score in order to graduate with a standard diploma.
<b>4 Credits Mathematics</b>
<p>One of which must be Algebra 1 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</p> <ul style="list-style-type: none"> <li>• are not required to pass the assessment in order to earn course credit and</li> <li>• the EOC results are not required to constitute 30 percent of the student’s final course grade.</li> </ul> <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>
<b>3 Credits Science</b>
<p>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</p> <ul style="list-style-type: none"> <li>• are not required to pass the assessment in order to earn course credit and</li> <li>• the EOC results are not required to constitute 30 percent of the student’s final course grade.</li> </ul>
<b>3 Credits Social Studies</b>
<p>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.</p>
<b>Fine and Performing Arts, Speech and Debate, or Practical Arts</b>
Not required, may substitute with elective credit.
<b>Physical Education</b>
Not required, may substitute with elective credit.
<b>10 Elective Credits</b>
<b>1 Online Course</b>
<b>18 Credit (ACCEL) Option</b>
<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 s. 1003.4282(3)(a-e), F.S.</p>

\*Note: If the student, whose 9<sup>th</sup> 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 9<sup>th</sup> grade in 2011-2012. Students entering AHS whose 9<sup>th</sup> grade cohort group has not graduated must meet the graduation requirements based on the year that the student entered the 9<sup>th</sup> grade. Those charts are available at <http://www.fldoe.org/academics/graduation-requirements/index.shtml>. Students with Algebra 1 on their transcript prior to 2010-2011 and Biology I, Geometry, and U.S. History on their transcript prior to 2011-2012 are not required to take the EOC when enrolling in AHS.

<b>Students Entering Adult High School in 2015-2016 (9<sup>th</sup> grade cohort of 2012-2013)</b>
<b>4 Credits English Language Arts (ELA)</b>
Pass the statewide, standardized ELA assessment or earn a concordant score in order to graduate with a standard diploma.
<b>4 Credits Mathematics</b>
One of which must be Algebra 1 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 <ul style="list-style-type: none"> <li>• are not required to pass the assessment to earn course credit and</li> <li>• the EOC results are not required to constitute 30 percent of a student’s final course grade.</li> </ul> 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.
<b>3 Credits Science</b>
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 <ul style="list-style-type: none"> <li>• are not required to pass the assessment in order to earn course credit and</li> <li>• the EOC results are not required to constitute 30 percent of the student’s final course grade.</li> </ul>
<b>3 Credits Social Studies</b>
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.
<b>Fine and Performing Arts, Speech and Debate, or Practical Arts</b>
Not required, may substitute with an elective.
<b>Physical Education</b>
Not required, may substitute with an elective.
<b>10 Elective Credits</b>
<b>1 Online Course</b>
<b>18 Credit (ACCEL) Option</b>
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 9<sup>th</sup> 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 9<sup>th</sup> grade in 2012-2013. Students entering AHS whose 9<sup>th</sup> grade cohort group has not graduated must meet the graduation requirements based on the year that the student entered the 9<sup>th</sup> grade. Those charts are available at <http://www.fldoe.org/academics/graduation-requirements/index.stml>. Students with Algebra 1 on their transcript prior to 2010-2011 and Biology I, Geometry, and U.S. History on their transcript prior to 2011-2012 are not required to take the EOC when enrolling in AHS.

<b>Students Entering Adult High School in 2016-2017 School Year and Forward (9<sup>th</sup> grade cohort of 2013-2014)</b>
<b>4 Credits English Language Arts (ELA)</b>
Pass the statewide ELA assessment or earn a concordant score in order to graduate with a standard diploma.
<b>4 Credits Mathematics</b>
<p>One of which must be Algebra 1 and one of which must be Geometry.</p> <p>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.</p> <p>A student who takes Geometry must take the EOC assessment. The EOC results constitute 30 percent of a student's final course grade.</p> <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>
<b>3 Credits Science</b>
<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.</p> <p>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>
<b>3 Credits Social Studies</b>
<p>One credit in World History.</p> <p>One credit in U.S. History.</p> <p>One-half credit in U.S. Government.</p> <p>One-half credit in Economics which must include financial literacy.</p> <p>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>
<b>Fine and Performing Arts, Speech and Debate, or Practical Arts</b>
Not required, may substitute with an elective.
<b>Physical Education</b>
Not required, may substitute with an elective.
<b>10 Elective Credits</b>
<b>1 Online Course</b>
<b>18 Credit (ACCEL) Option</b>
<p>Physical education is not required (adult students exempt)</p> <p>14 core courses required for standard high school diploma (see above)</p> <p>4 elective credits</p> <p>Online course is not required.</p> <p>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 9<sup>th</sup> 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 9<sup>th</sup> grade in 2013-2014. Students entering AHS whose 9<sup>th</sup> grade cohort group has not graduated must meet the graduation requirements based on the year that the student entered the 9<sup>th</sup> grade. Those charts are available at <http://www.fldoe.org/academics/graduation-requirements/index.html>. Students with Algebra 1 on their transcript prior to 2010-2011 and Biology I, Geometry, and U.S. History on their transcript prior to 2011-2012 are not required to take the EOC when enrolling in AHS.

## **Statewide Assessment**

The passing score for statewide 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 originally set in 2003 and revised in 2013, as found in Rule [6A-1.09223](#), F.A.C.

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 also be found in Rule [6A-1.09223](#), F.A.C.

**Retaking the Statewide Assessments**—Students can retake the Grade 10 reading assessment each time the test is administered until a passing score is achieved.

Passing scores for statewide assessments and acceptable concordant and comparative scores where required, are listed at <http://fcap.fldoe.org/pdf/fcatpass.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 9<sup>th</sup> 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 9<sup>th</sup> grade cohort group has graduated, his/her graduation requirements will be determined by the passing scores in effect for the current graduating class.

## **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 an 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**

Rule 6A-1.09941, F.A.C. establishes uniform procedures relating to the acceptance of transfer work and credit for students entering Florida's public schools effective July 1, 2013.<sup>11</sup> 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 s. 1003.25, F.S.<sup>12</sup> The rule specifies that credits and grades earned and offered for

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<sup>11</sup> Rule 6A-1.094223, F.A.C.

<sup>12</sup> s. 1003.25, F.S.

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.<sup>13</sup>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 s. 1003.4282, F.S., must be satisfied.<sup>14</sup>

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.<sup>15</sup>:

#### **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

*\*Note: Section 1003.433(2)(b), Florida Statutes states: Upon receipt of a certificate of completion, be allowed to take the College Placement Test and be admitted to developmental education or credit courses at a Florida College System institution, as appropriate.*

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<sup>13</sup> Rule 6A-1.09941, F.A.C.

<sup>14</sup> s. 1003.4282, F.S.

<sup>15</sup> s. 1003.4282 and s. 1002.3105, F.S.

### **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 select and/or 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](http://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**

Section 1012.39(1)(b), F.S. establishes the minimum qualifications for part-time and full-time teachers in adult education programs.<sup>16</sup>

*\*Note: In order to meet most secondary accrediting agency requirements, please refer to the certification requirements listed in Sections 3 and 5 of the CCD as appropriate for each specific course being offered as part of the Adult High School program.*

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<sup>16</sup> s. 1012.39(1)(b), F.S.



## **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 F.S.)

#### **AEFLA**

Adult Education and Family Literacy Act of 2014 - Federal Workforce Innovation and Opportunity Act of 2014 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 need 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](http://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 10<sup>th</sup> 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 earn credits toward high school graduation are listed in the Course Code Directory. (Rule 6A 1.09441. F.A.C.)

**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

**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 - The accountability system for the federally funded, State administered adult education program.

**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.

**WIOA**

Workforce Innovation and Opportunity Act of 2014 – Replaces the Workforce Investment Act (WIA) of 1998 and provides for continued funding for states through the federal Adult Education and Family Literacy Act (AEFLA) of 2014 funds. As part of the new Act, agencies are required to work with core partners in the provision of the activities and services to support both literacy and workforce readiness skills.

## **Appendix B Resource Links**

Florida Department of Education, Division of Career and Adult Education:  
<http://fldoe.org/academics/career-adult-edu/>

Florida Administrative Register and Florida Administrative Code (State Board of Education Rules):  
<https://www.flrules.org/gateway/Department.asp?DeptID=6>

Florida Adult Education Curriculum Frameworks: <http://fldoe.org/academics/career-adult-edu/adult-edu/2016-2017-adult-edu-curriculum-frameworko.shtml>

Florida Department of Education Course Code Directory: [www.fldoe.org/articulation/ccd](http://www.fldoe.org/articulation/ccd)

Florida Department of Education, End of Course testing schedules:  
[www.fldoe.org/asp/schedule.asp](http://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://fcat.fldoe.org/pdf/fcatpass.pdf>

Florida Department of Education, Bureau of Exceptional Education and Services (BEES), Resource and Information Services: <http://fldoe.org/academics/exceptional-student-edu/>

Florida Department of Education Office of School Choice:  
<http://www.fldoe.org/schools/school-choice/>

Florida Standards Assessments Online Portal: <http://www.fsassessments.org/>

Online Sunshine (Official site of the Florida Legislature): [www.leg.state.fl.us](http://www.leg.state.fl.us)

MyCareerShines Career Planning System: <http://mycareershines.org>

## **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 s. 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 9<sup>th</sup> grade cohort has graduated, the graduation requirements are determined by the current 12<sup>th</sup> 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.