

July 2015

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

ADULT GENERAL EDUCATION-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 Level	30,31
Recommended Length	Varies
Teacher Certification	See Below

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.

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.

Standards

Except as provided elsewhere in law, the graduation requirements for adults shall be the same as those for secondary students. 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 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 visit the *Adult High School Technical Guide* at www.fldoe.org/workforce/adult_ed 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).

Career and Education Planning

The following career development standards should be integrated into the Adult High School framework. Students can access a career guidance system of their choice for assistance with career exploration and planning activities.

The following is the list of standards:

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

Adult Education Certification Requirements

The Course Code Directory provides the certification coverage appropriate for an individual to teach or render service in specific areas or fields. Section 1012.39(1)(b), Florida Statutes, provides that, notwithstanding F.S. 1012.32, 1012.55, 1012.56 and 1012.57, or any other provision of law or rules to the contrary; each school board shall establish minimal qualifications for part-time and full-time adult education instructors. This standard gives districts the discretion to limit instruction to field of coverage.

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Program Description**

ADULT HIGH SCHOOL-CO-ENROLLED	
Program Title	Adult High School-Co-Enrolled
Program Number	9900099
Course Number	<i>Use Appropriate Secondary Course Number from Course Code Directory (CCD)</i>
CIP Number	1532.019900
Grade Level	9-12
Standard Length	Varies
Teacher Certification	See Below

Purpose

The purpose of this program is to provide students, currently enrolled in a 9-12 secondary school and lacking credits necessary to obtain a high school diploma with their cohort class, with the opportunity to obtain those credits through the Adult General Education High School program on a limited basis.

Program Structure

Adult High School Co-Enrolled instruction is graded and characterized by individualized, self-paced instructional modules, classroom instruction and performance based evaluation. Placement into the program is based on an individual's need for credit recovery. A variety of resources including computers, tape recorders, cassette players, videos, CD-ROMS, and interactive videos may be used in AHS Co-Enrolled courses. Modifications to equipment and curriculum or special accommodations may be required based on student needs. Students are limited to two courses per year and they may only be core curricula courses required for graduation.

Program Procedures include the following:

- A. Determining eligibility for enrollment:
 1. Local policies and procedures pending collaboration between the home school and the Adult Education Program to ensure students are appropriately placed and documentation/reporting is coordinated between both entities
- B. Diagnosing learning difficulties as necessary.
- C. Prescribing individualized instruction.
- D. Correlating subject areas with Next Generation/Common Core Standards.
- E. Managing learning activities.
- F. Evaluating student progress.

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 plan to meet individual needs

and ensure equal access. Accommodations change the way the student is instructed. 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.

In addition to accommodations, some secondary students with disabilities (ESE) will need modifications to meet their special needs.

Standards

Student entering high school in 2007-2008 and beyond must adhere to all provisions of F.S. 1003.4282. Co-enrolled instruction may only be provided utilizing an approved secondary course as identified in the Course Code Directory and the Division of Career and Adult Education "Eligible Courses for Co-Enrollment, Adult High List" found on the Adult Education frameworks page at http://www.fldoe.org/workforce/dwdframe/ad_frame.asp. Programs must use the same benchmarks and standards as required for courses offered through the 9-12 program found in Florida's official standards database, CPALMS, at www.cpalms.org.

Special Notes

Use of 9900099 Program Number:

Students who are co-enrolled must be reported in the corresponding program number of 9900099 with the appropriate corresponding secondary course number.

Adult Education Certification Requirements:

The Course Code Directory provides the certification coverage appropriate for an individual to teach or render service in specific areas or fields. Section 1012.39(1)(b), Florida Statutes, provides that, notwithstanding sections 1012.32, 1012.55, 1012.56, and 1012.57 F.S., or any other provisions of law or rules to the contrary; each school board shall establish minimal qualifications for part-time and full-time adult education instructors. This standard gives districts the discretion to limit instruction to field of coverage.

For accreditation by the Southern Association of Colleges and Schools (SACS), instructors of co-enrolled students must meet the certification requirements defined in Standards of the Commission on Secondary Schools. These standards require that instructional personnel shall have a certificate or college major in the field of work for which they are responsible for the major portion of the school day.