



THE SCHOOL DISTRICT OF  
PALM BEACH COUNTY, FLORIDA

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SUPERINTENDENT

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**December 16, 2009**  
**Bulletin #P-13394-PA/A**

Contact Person:  
Cherie Boone  
434-8855/PX 48855

**ACTION BY:**  
For Information Only

**TO:** All Principals

**FROM:** Jeffrey J. Hernandez, Chief Academic Officer

**SUBJECT: SUBMITTING PREVIOUS YEAR FLORIDA COMPREHENSIVE ASSESSMENT TEST (FCAT) SCORES FROM OTHER FLORIDA SCHOOL DISTRICTS**

Due to the requirement that FCAT scores from the previous administration for each student be included in School Accountability computations, it is vital that the District receives and enters the previous year's FCAT scores for new students who come from other Florida school districts. Only FCAT scores will be entered. Assessments from other states will not be entered.

Schools must follow these steps to ensure timely and accurate processing of the previous year's FCAT scores:

1. Schools must request FCAT scores from the student's former school. The FCAT scores must be received on an official, verifiable document (not verbally).
2. Schools must enter all information and scores onto Omniform PBSD 2229 for each FCAT score received.
3. The principal or administrative designee must confirm the information and sign the form.
4. Schools must either fax Omniform PBSD 2229 and the official FCAT score document to 434-8736/PX48736, or send copies of these documents by Pony to the Department of Assessment, Fulton-Holland Educational Services Center, Suite B-202.

ACJ/AK/JJH/MB/BT/CB:vf

Reviewed:   
Ann Killets, Chief of Staff

Approved:   
Arthur C. Johnson, Ph.D., Superintendent

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