



THE SCHOOL DISTRICT OF  
PALM BEACH COUNTY, FLORIDA

3300 FOREST HILL BLVD., C-316  
WEST PALM BEACH, FL 33406-5813  
Ph: 561-357-7641  
[www.palmbeach.k12.fl.us](http://www.palmbeach.k12.fl.us)

ARTHUR C. JOHNSON, Ph.D.  
SUPERINTENDENT


JEFFREY J. HERNANDEZ  
CHIEF ACADEMIC OFFICER

**December 16, 2009**  
**Bulletin #SP-1819-PA/A**

Contact Person:  
Cherie Boone  
434-8855/PX 48855

**ACTION BY:**  
January 29, 2010

**TO:** All High School Principals

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

**SUBJECT: FALL 2009 FLORIDA COMPREHENSIVE ASSESSMENT TEST (FCAT)  
RETAKE SCORE INQUIRY**

The Florida Department of Education (FDOE) has provided a process for schools to submit inquiries about FCAT Retake results in these two situations:

- a student takes the FCAT Retake, but the school does not receive the results
- there is a discrepancy between a student's score and that student's usual academic performance.

All student results inquiries must include:

- Student's first and last name,
- Student's ID number,
- Student's grade level,
- Student's date of birth,
- Student's gender,
- Student's school name and number,
- Test/subject area in question (i.e., SSS Reading Retake or SSS Mathematics Retake),
- Student's test group code,
- Student's test/answer book security number,
- Name, phone number, and email of school personnel who submitted the request.

In addition to the above requirements, inquiries about a score discrepancy must include:

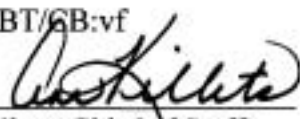
- a written letter addressing the issue, which is signed by the parent or school personnel making the request and
- documentation of the discrepancy.

When inquiring about a noted discrepancy between a student's FCAT Retake score and that student's usual academic performance, schools must provide proof of an inconsistency. Poor performance on an FCAT Retake test alone is not a performance inconsistency that justifies a score audit. Documentation may include previous test results, student grades, GPA, or other information which would assist in understanding the discrepancy. The FDOE will automatically audit grade 12 and Adult Retake scores within 25 scale score points of passing.

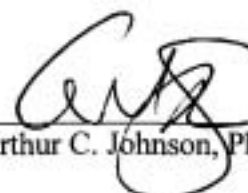
Schools must submit all missing score or score discrepancy requests to Cherie Boone by email ([boone@palmbeach.k12.fl.us](mailto:boone@palmbeach.k12.fl.us)) or by fax (434-8736/PX48736) before noon on January 29, 2010.

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

Reviewed:

  
Ann Killets, Chief of Staff

Approved:

  
Arthur C. Johnson, Ph.D., Superintendent



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JEFFREY J. HERNANDEZ  
CHIEF ACADEMIC OFFICER

**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 PBSB 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 PBSB 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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