



Adult

Student Progression Plan

Entry, Promotion, and Retention

2021-2022



Mike Burke, Superintendent

Ed Tierney, Deputy Superintendent/ Chief of Schools

Glenda Sheffield Chief Academic Officer

TABLE OF CONTENTS

OVERVIEW	3
ADULT HIGH SCHOOL Co-Enrolled (AHS-CoE)	4
Definition	4
Courses	4
Tuition	4
Funding and Reporting	5
Enrollment	5
Awarding of Credits	5
Location	5
ADULT HIGH SCHOOL Diploma Program (AHS-DP)	5
Definition	5
Courses	6
Tuition	6
Enrollment	7
Statewide Assessment	10
Transfer of Credit Guidelines	11
Diploma Completion Options	11
Awarding of Credits	12
Accommodations	12
HIGH SCHOOL EQUIVALENCY EXAMINATIONS	13
GED® Eligibility	13
Age Waiver Request for 2014 GED®	14
Incarcerated Youth Under 18	15
Special Accommodations	15

OVERVIEW

The purpose of the Student Progression Plan is to inform school personnel, parents, students and other interested citizens regarding the comprehensive plan for student progression from one grade to another and towards graduation. Promotion between grade levels is based upon evaluation of each student's performance and achievement required by school board policies, State and local student progression requirements. It is the responsibility of the Board and District administration to provide students with effective instructional and remedial programs that monitor progress, promote continuous achievement, and make provisions for individual differences [Florida Statute [§1008.25\(1\)\(2\)](#)].

The Adult High School (AHS) program encompasses both the Adult High School Co-Enrolled (AHS-CoE) programs (commonly referred to as credit recovery programs), and the Adult High School Diploma Programs (AHS-DP) of study. Both programs are designed to provide individuals with an opportunity to earn a standard high school diploma. According to Florida Statute [§ 1004.02\(4\)](#), "Adult secondary education" means courses through which a person receives a high school credit that leads to the award of a high school diploma or courses of instruction through which a student prepares to take the high school equivalency examination.

Programs of instruction for both AHS-CoE and AHS-DP students are based on the State of Florida adult education frameworks and the Florida Standards. Students in the AHS programs must meet all state and local requirements for graduation unless otherwise noted in Florida Statute [§ 1003.4284 \(6b\)](#). Instructional methodologies may include, but are not limited to, traditional lecture instruction, competency and performance-based adult education, distance learning and computer-assisted instruction. The AHS programs AHS-CoE and AHS-DP in Palm Beach County use computer-based programs/courses that are prescriptive, sequential, standards based, and allow students to self-direct learning and progress through material that helps them succeed.

ADULT HIGH SCHOOL Co-Enrolled (AHS-CoE)

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 Florida Statute [§1011.80 \(10\)](#). The AHS Co-Enrolled (AHS-CoE) program provides students who are lacking credits necessary to obtain a high school diploma with their cohort class, the opportunity to obtain those credits through the Adult General Education High School program on a limited basis. Florida Statutes [§ 1004.01](#) and [§1011.80 \(10\)](#).

Definition

An AHS (CoE) student is one who:

- is currently enrolled in a high school program, and
- is taking high school core credit courses through adult education for credit recovery or dropout prevention purposes (Florida Statute § [1011.80 \(10\)](#))
- is at risk of not graduating with their 9th grade cohort
- does not have a pattern of excessive absenteeism or habitual truancy, or a history of disruptive behavior.

Courses

State Board of Education Rule [6A-6.014](#) states that the District may temporarily assign individual students of compulsory school age to one (1) or more classes offered in the adult general education program where such students exhibit an educational need which can more effectively be served by the adult general education program when such courses are required for high school graduation. Appropriate documentation, as specified by the institution, shall be obtained prior to enrollment.

Co-enrolled students entering an adult high school course are limited to two core curricular courses for credit recovery or dropout prevention per year. The course list for 2021-22 is available at: <https://www.fldoe.org/core/fileparse.php/7522/urlt/AdultHighSchoolCoEnrolledCourses-2021-2022.pdf>

Course requirements are in compliance with State Board of Education Rule [6A-1.09412](#).

State Board of Education Rule [6A-6.020 \(1\)](#) prohibits, subject to an exception, the use of the AHS-CoE credit program to qualify for high school graduation at an earlier date than that on which he or she would have normally graduated through regular attendance in high school.

Tuition

Students enrolled in the co-enrollment program are exempt from the payment of the block tuition for adult education programs as provided for in Florida Statutes §§ [1009.25](#) and [1011.80](#).

Funding and Reporting

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.

Enrollment

A co-enrolled student is referred to the program by the high school counselor. An Adult Co-Enrolled Permission form (PBSD Form [1696](#)) is signed by the high school counselor, the principal, the student, and the student's parent(s) or guardian is completed at the time of registration. **Co-enrolled students are not required to take a state-approved assessment before taking academic classes in adult education** [School Board Policy 8.081](#). [2019-20 Florida Adult High School Technical Assistance Paper](#) , page 4.

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. [2019-20 Florida Adult High School Technical Assistance Paper](#) , page 4.

Awarding of Credits

Co-enrolled students may be awarded credit based on demonstrating mastery through earning a passing grade in student performance standards in the course of study and the competencies included in the District approved curriculum. (State Board of Education Rules [6A-6.020](#).) An Adult High School Course Completion PBSD Form [1086](#) needs to be completed and submitted to the data processor in order for the student to receive a grade and credit.

Location

Students take courses in a face-to-face or virtual setting through an Adult and Community High School that offers co-enrolled classes. Students selecting the virtual option will need to return to their school of origin to take tests and the final course exam in a face-to-face-setting.

ADULT HIGH SCHOOL Diploma Program (AHS-DP)

The AHS Diploma (AHS-DP) program enables adults, no longer enrolled in public high school, to complete the required courses and state assessments to earn a standard high school diploma. Course requirements are in accordance with standards established by the state.

Definition

An AHS (DP) student is one who:

- does not possess a high school or state-approved diploma
- is 16 years of age or older, and
- is officially withdrawn from an elementary or secondary program
- needs to complete credits to receive a high school diploma

Courses

Courses are designed for the student to obtain credits upon completion of courses and passing of state mandated assessments necessary to qualify for a high school diploma. Except as provided elsewhere in law, the graduation standards for adults shall be the same as those for secondary students.

AHS-DP students are not required to take a state-approved assessment before taking academic classes in the program. For specific details visit the Adult Virtual Academy website at (https://ava.palmbeachschools.org/school_info/adult_high_school)

Tuition

As of July 1, 2011, all adult education programs are required to charge the following tuition rates per Florida Statute [§ 1009.22](#).

- \$30.00 block tuition rate for each term in a program year (July 1 - June 30)

School district policies and procedures for the collection of fees and the use of tuition funds can be located in [School Board Policy 8.081](#).

Exemptions. No fees shall be charged to students who are fee exempt based upon state law. Students enrolled in workforce programs as provided for in Florida Statutes §§[1009.25](#) and [1011.80](#), are exempt from the payment of tuition. For students claiming a fee exemption because of the lack of a fixed, regular, and adequate nighttime residence, they must complete PBSD forms [2460](#) and [2494](#). These forms are then approved by the Principal designee.

- *Fee Waivers.* The Board may grant fee waivers, as provided in Florida Statute [§1009.26](#), for programs funded through Workforce Development Education appropriations for up to eight percent (8%) of the fee revenues that would otherwise be collected. [School Board Policy 8.08](#)
- Adult general education enrollment reporting must be in accordance with the FDOE instructional hours reporting procedures which shall be verified by the Auditor General.

Enrollment

Students who wish to enroll must have their record/transcript reviewed before registering in order to determine the required credits needed for graduation. Students who attended high school in Palm Beach County can call the Department of Adult and Community Education (561- 687-6380) for this review. Students who attended high school out of Palm Beach County will need to request a transcript from their high school and then contact the Department of Adult and Community Education.

Students are not required to pretest or posttest before entering AHS programs. [2019-20 Florida Adult High School Technical Assistance Paper](#) , page 5.

Location

Students have the option of taking courses virtually or online. Students should contact the Department of Adult and Community Education for locations. (561-687-6380).

Graduation Requirements for Adult Education Students

The AHS-DP 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-DP programs, some exemptions to the requirements are present under Florida Statute §[1003.4282 \(6\) \(b\)](#).

- 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 Florida Statute § [1002.3105](#) and successfully complete all statewide assessments or attain a recognized concordant score as specified in Florida Statute §[1008.22\(7\)](#), or a recognized comparative score as specified in Florida Statute § [1008.22\(8\)](#). A cumulative GPA of 2.0 on a 4.0 scale is required for all adult education students (Florida Statute §[1003.4282 \(6\)\(b\)](#)).

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, and Biology I.

AHS-DP follows the same course requirements and state assessments as those required in the K-12 system as Florida Statute §[1003.4282](#). (24 credit option) and Florida Statute §[1002.3105](#) (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 2021-2022 EOC testing schedule is available at <https://info.fldoe.org/docushare/dsweb/Get/Document-8789/dps-2019-197a.pdf>
- All students taking U.S. History beginning 2012-13 must take the U.S. History EOC assessment regardless of cohort year.

State Board of Education Rule [6A-6.020](#) grants high school credits and diplomas to adults became effective January 2013. 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:

- Students entering AHS whose 9th grade cohort group has not graduated must meet the graduation requirements based on the year that the student entered the 9th grade.
- Students whose cohort group has graduated must follow the graduation requirements as listed in the following charts. Students entering AHS after their 9th grade cohort has graduated, or who are not a part of a 9th grade cohort (from another country, never entered high school, etc.) must meet the current 12th grade cohort graduation requirements that are in effect for the year they enter AHS.

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 9th grade cohort. The following pages will list the year a student first enrolls in AHS and the requirements for graduation.

<http://fldoe.org/academics/career-adult-edu/adult-edu/technical-assistance-papers.stml>

Students Entering Adult High School in 2015-2016 (and forward)

4 Credits English Language Arts/ELA

Pass the statewide, standardized grade 10 ELA assessment or earn a concordant score in order to graduate with a standard diploma.

4 Credits Mathematics

One of which must be Algebra I and one of which must be Geometry.
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 constitutes 30 percent of a student's final course grade.
A student who takes Geometry must take the EOC assessment. ~~but~~
The EOC results constitute 30 percent of a student's final course grade.

3 Credits Science

One of which must be Biology I, two of which must have a laboratory component.
A student who takes Biology I must take the Biology I EOC assessment, and the EOC results ~~are not required to~~ constitute 30 percent of the student's final course grade.

3 Credits Social Studies

One credit in World History.
One credit in U.S. History.
A student who takes U.S. History must take the U.S. History EOC assessment, ~~but~~ and the EOC results constitute 30 percent of the student's final course grade.

- One-half credit in U.S. Government.
- One-half credit in Economics.

Fine and Performing Arts, Speech and Debate, or Practical Arts

Not required, may substitute with an elective.

Physical Education

Not required, may substitute with an elective.

10 Elective Credits

1 Online Course

18 Credit ACCEL Option ([s.1002.3105, F.S.](#))

Physical education is not required (adult students exempt).
14 core courses required for standard high school diploma (see above)
4 elective credits
Online course not required.
All other graduation requirements for a 24-credit standard diploma must be met (per 1003.4282(3)(a-e), F.S.)

*Note: If the student, whose 9th grade cohort has already graduated or who does not belong to a cohort, enrolls in adult high school in 2018-2019, he/she will follow the requirements of the current K-12 graduating class which entered the 9th grade in 2015-2016. Students entering AHS whose 9th grade cohort group has not graduated must meet the graduation requirements based on the year that the student entered the 9th grade. Students with Algebra I 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. 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, SAT (for Algebra I), to meet the graduation requirements. Comparative and concordant passing scores for the statewide assessment programs were adopted by the [State Board of Education](#) in the fall of 2013 and are listed in the [Graduation Requirements for Florida's Statewide Assessments](#).

Please visit the [Graduation Requirements for Florida's Statewide Assessments](#) document in its entirety for additional graduation options and clarification, links to a variety of helpful resources, and contact information. If a student enrolls in AHS and his or her 9th grade cohort group has graduated, his/her graduation requirements will be determined by the passing scores in effect for the current graduating class. Florida Statute §[1008.22](#) does not impose any requirements regarding the number of attempts, if any, on the statewide assessment, before a concordant score may be applied.

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

Purpose

State Board of Education Rule [6A-1.09941](#) was intended to establish uniform procedures relating to the acceptance of transfer work and credit for students entering Florida's public schools effective July 1, 2013. 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 Florida Statute [§1003.25\(3\)](#).

The State Uniform Transfer of High School Credits (State Board of Education Rule [6A-1.09941](#)) states that credits and grades earned and offered for 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. 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 Florida Statute [§1003.4282](#) must be satisfied.

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 State Board of Education Rule [6A-1.09941](#).

Diploma Completion Options

The following completion options are suggested for students enrolled in the AHS-DP program. Programs should select the appropriate options for their area in accordance with Florida Statute [§1003.4282](#).

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\(2\)\(b\)](#), F.S. states: Upon receipt of a certificate of completion, students must 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.*

[See [2019-2020 Florida Adult High School Technical Assistance Paper](#)]

Awarding of Credits

The award of high school credits to adults on the basis of prescribed work completed in the adult education program of the district school board shall be based on demonstrated mastery of the student performance standards in the course of study, as provided by rules of the district school board. Such requirements shall be consistent with the needs of the adult students, the purposes of the schools, and the requirements of Florida Statutes.

All Adult High School diplomas, for students in the AHS Diploma Program, must be issued through the Department of Adult and Community Education. Upon completion of credits required for graduation and attainment of a passing assessment scores, all material must be forwarded to the Department of Adult and Community Education for the processing of diplomas.

An Adult High School graduation ceremony is coordinated by the Chuck Shaw Technical Education Center in conjunction with the regular high school graduations each year.

Accommodations

All adult education students are encouraged to self-identify any disability in order to receive appropriate accommodations for any and all programs. Students must produce official documentation identifying their disability. An Explanation of Learner Rights and Responsibilities [PBSD Form 2523](#) is used to inform adult students of their rights and responsibilities to self-identify.

HIGH SCHOOL EQUIVALENCY EXAMINATIONS

Upon successful completion of the GED® Tests, a person is awarded a State of Florida High School Diploma. Florida Statutes §§[1004.02 \(17\)](#) & [1003.435](#) , (State Board of Education Rule [6A-6.0201](#))

GEDTesting Service® launched a new version of the GED® in January, 2014. The 2014 GED® is offered exclusively on computer and only at official testing centers. Official testing centers and their schedules can be located at [ged.com](#)

The State Board of Education adopted an amendment, Rule [6A-6.0201](#), to the high school equivalency cut score standard for the State of Florida High School Diploma on February 18, 2016, based upon the updated recommended score provided by GED Testing Service™. The effective date of the Rule was March 23, 2016 requires a minimum score of 145 on the four subject area exams. In addition, the rule includes a provision for candidates who achieved a 145 on all content areas since January 1, 2014, to be awarded a diploma.

GED® Eligibility

A candidate for a high school equivalency diploma shall be at least 18 years of age on the date of the examination, except that in extraordinary circumstances, as provided for in rules of the district school board of the district in which the candidate resides or attends school, a candidate may take the examination after reaching the age of 16. . [Florida Statutes § [1003.435](#) (4)].

A General Educational Development (GED) Age Waiver Applications (PBSD Form [0944](#)) may be obtained from the School District Website.

https://www.palmbeachschools.org/students_parents/adult_and_community_education/ged_adult_high_school/g_e_d_t_e_s_tFor more information:

<http://www.palmbeachschools.org/ace/GEDTestFAQs.asp>

Individuals may register for the GED® Test by creating an account at [www.GED.com](#). The fee shall be set by the state. The current fee for the test is \$128 for the battery of four modules or \$32 per module.

Candidates are required to provide one valid form of identification. The ID must be government issued and non-expired. It must also include the candidate's name, address, date of birth, signature and photograph. Examples include, Government issued driver's license, Passport, Permanent Residency Card or Military ID ([GED Testing Service® Client Reference Guide 4/2014](#)).

A State of Florida High School Diploma is awarded to a candidate who attains a standard score of 145 or above on each of the four GED® subtests. Candidates may retake one or more subtests, for a fee of twelve (12) dollars for the first two (2) retakes per subject shall be paid by the candidate.

GED Testing Service™ has the following retake policy:

A student can take his or her first three attempts per subject area without wait time restrictions. All subsequent attempts are subject to a 60-day waiting period between attempts. There is no maximum limit to the number of attempts per student within a year. ([GED Testing Service® Client Reference Guide 4/2014](#)).

The chart below summarizes the 2014 GED® series procedures. ([Scoring and Results](#), Diplomas ([Department of Adult and Community Education web page GED®](#)))

Register/Schedule	GED.com 1-877-EXAM GED
Full Battery	4 modules
Cost	\$32.00 per module (\$128.00 for Full Battery)
Age Waiver for 16+17 yr olds	Required form- SDPBC 0944 along with supporting documents plus Florida DOE Eligibility Form (see Age Waiver Section for complete details)
Results	Scores can be obtained through GED.com within 3-24 hours of test completion
Passing Score	145 on each subject area test Below Passing: 100-144 GED® Passing Score: 145-164 GED® College Ready Score: 165-174 GED® College Ready + Credit Score: 175-200
Diploma	Electronic Transcript and Diploma are available for one time download at GED.com Candidates are also able to request a free one-time printed diploma. Request made through GED.com
Identification	1 valid ID, with picture signature, DOB

Age Waiver Request for 2014 GED®

Age waiver candidates must live in or attend school in the county from which they are requesting an age waiver. Candidates must begin by creating an account at www.GED.com. Candidates must then submit the following documents to the Department of Adult and Community Education:

- ✓ Palm Beach County GED® Age Waiver Application completed and notarized (SDPBC form [0944](#))
- ✓ Copy of student’s official withdrawal from high school (may be obtained from guidance office)
- ✓ Copy of student’s scores from GED Ready™ the Official Practice Test (with a minimum of **150** on each sub test)
- ✓ Florida Testing Eligibility Exception Form (emailed to the candidate as part of the Age Requirement Alert by GED Testing Service™).

This Age Waiver Package should be submitted to the Department of Adult and Community Education or an official GED® testing center. The district testing center will be responsible for communication with the Florida Department of Education (FLDOE). For a list of GED® Underage Testing Contacts: <https://web02.fldoe.org/EducationContacts/DisplayList.aspx?list=65>

Incarcerated Youth Under 18

Incarcerated candidates who have not yet reached their 18th birthday are exempt from the School District of Palm Beach County Age Waiver Application requirement. They only need to obtain the Florida GED® Testing Program Underage Waiver Form.

Special Accommodations

Special Accommodations for the GED® Test are available to candidates who self-identify and provide current documentation with a diagnosed disability, according to the American Disabilities Act (ADA, 1990) [Florida Statute §[1004.02\(3\) & \(6\)](#)]. Under the ADA, testing agencies are required to provide reasonable accommodations to individuals with disabilities.

GED Testing Service™ provides reasonable and appropriate accommodations to individuals with documented disabilities who demonstrate a need for accommodations. GED® Test accommodations may include things such as:

- A separate testing room
- Extra testing time
- Extra breaks

Test accommodations are individualized and considered on a case-by-case basis. Details on how to request accommodations can be found on the GED Testing Services™ website (see the link below).

Candidates requesting accommodations due to disability must complete required forms developed by the GED Testing Service™ (GEDTS) and can be obtained from the GED Testing Service™ website. <http://www.gedtestingservice.com/testers/computer-accommodations>

Forms are available for the following:

- Intellectual Disabilities
- Learning and Other Cognitive Disabilities
- Attention Deficit Hyperactivity Disorder
- Psychological and Psychiatric Disorders
- Physical Disorders and Chronic Health Conditions

The accommodations request decision will be communicated to candidate directly from the GED Testing Service ®to the candidates email account provided during the registration process. In most cases the candidate will hear a decision in 30 days.