

Substantial rewording of Rule 6A-10.0381 follows. See Florida Administrative Code for present text.

**6A-10.0381 Registration of Adult ~~Education~~ Students and Enrollment Reporting for Adult General Education Students.**

(1) Purpose. The purpose of this rule is to specify procedures and requirements for registration of students in adult general education (AGE) and postsecondary career and technical education (CTE) programs and requirements for reporting enrollment for students in adult general education programs.

(2) Definitions.

(a) “Actual hours” means the exact period of time in hours spent on instruction associated with attendance in a course. The sum of actual minutes of instruction must be rounded to the nearest whole hour.

(b) “Attendance” means physical presence in a scheduled classroom or laboratory course as documented by the instructor or other tracking method.

(c) “Asynchronous online instruction” means a virtual course delivery method where students access materials, lectures, tests and assignments on their own schedule. While students can be given a timeframe for completion of tasks, the work of students and of instructors occurs at different times. Asynchronous learning includes a variety of instructional interactions, including email exchanges, discussion boards, and course management systems that organize instructional materials and correspondence.

(d) “Blended instruction” means the use of more than one modality of instruction for the same course.

(e) “Classroom instruction” means scheduled on-campus instruction where a teacher or instructor leads a group of students. This type of instruction means interactions where the teacher delivers lessons, facilitates discussions, and engages students in various learning activities such as lectures, group work, exercises, and assessments.

(f) “Date of enrollment” means the first date of actual attendance in the course.

(g) “Educational Functioning Level (EFL) Gain” means a type of measurable skill gain where a participant who is receiving instruction below the postsecondary education level has documented achievement of at least one educational functioning level.

(h) “Emergency Closure” means temporary suspension of on-campus operations and instructional activities due to unforeseen events that pose a significant threat to the health, safety or security of students, staff or facilities. Such events may include, but are not limited to, natural disasters (e.g., hurricanes, floods), public health emergencies or campus safety threats.

(i) “Integrated Education and Training (IET) Program” means a Department of Education approved service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement. IET programs can be delivered solely through enrollment in AGE courses or through concurrent enrollment in AGE and CTE courses.

(j) “Instructional hours” means hours of instruction that are reportable for state funding purposes.

(k) “Laboratory instruction” means on-campus, self-directed and self-paced activities to attain knowledge and skills. In this environment, the student is physically present at a scheduled location.

(l) “Proxy hours” means time assigned for the completion of independent learning activities that are not scheduled classroom instruction, laboratory instruction, asynchronous online instruction, or synchronous online instruction.

(m) “Scheduled hours” means the time the course is scheduled to meet.

(n) “Synchronous online instruction” means a virtual course delivery method where students and instructors engage in real-time interactions and activities within a predetermined schedule. Synchronous online learning includes activities such as live lectures, discussions, group projects, or collaborative exercises facilitated through video conferencing, or virtual classrooms.

(o) “Withdrawal date for non-attendance” means the last day of actual attendance in the course.

(3) Required registration information for students. As part of the registration for students in adult general education and adult postsecondary career programs identified in Section 1004.02(25), F.S., each school district and Florida College System (FCS) institution offering these programs must collect and maintain sufficient information for location of the student upon termination and to determine appropriate placement in a program. Registration information must be collected and maintained in electronic or manual format. At a minimum, school district and FCS institutions must collect and maintain the following:

(a) Name, permanent address, date of birth, Florida education identifier, social security number if collected and Florida student number identifier;

(b) Whether the student has a U.S. high school diploma or equivalent certificate at entry into the program;

(c) The program of enrollment, and IET program number, if applicable; and,

(d) The course title and course number.

(4) General information requirements for Adult General Education Programs. In addition to the above requirements, each school district and FCS institution is required to collect and maintain enrollment and attendance information on students enrolled in adult general education programs based on minimum enrollment requirements for funding and mandatory withdrawal procedures for students for non-attendance. Information must be collected and maintained in electronic or manual format.

(5) Minimum threshold for fundable enrollments and instructional hours reporting in adult general education courses and programs. A student shall be counted for fundable enrollment once a student has participated in a minimum of ten (10) instructional hours during a reporting year. Pre-enrollment assessment and placement hours are not reported as instructional hours in student databases.

(6) Modalities of instruction in Adult General Education. Program instruction must be offered using an allowable instructional modality. Allowable instructional modalities include:

- (a) classroom instruction,
- (b) laboratory instruction,
- (c) asynchronous online instruction,
- (d) synchronous online instruction, and
- (e) blended instruction.

(7) Rules for the reporting of instructional hours based on modality of course instruction in adult general education courses and programs. The following requirements apply to the reporting of instructional hours:

(a) Reporting Classroom Instruction.

1. School district and FCS institutions must report actual hours of instruction up to ten (10) hours. The actual hours of instruction for a student must be documented to determine whether a minimum threshold of instruction is delivered. If a student is not documented with at least ten (10) actual hours of instruction, the instructional hours reported must equal the actual hours of instruction in the course.

2. For students who have reached the ten (10) actual hours threshold, school district and FCS institutions must report scheduled instructional hours to state data reporting systems. Reportable instructional hours for classroom instruction are those scheduled hours that occur between the first date of attendance in a course and the withdrawal date or end-of-course date, whichever is sooner.

(b) Reporting Laboratory Instruction.

1. Instructional hours for laboratory instruction are actual hours that occur between the date of enrollment in a course and the withdrawal date or end-of-course date, whichever is sooner.

2. Institutions must document the physical presence of a student and time spent in an on-campus laboratory environment through attendance records.

3. If a student's schedule includes blended instruction with classroom and laboratory instruction combined, the classroom and laboratory instruction must be scheduled and reported separately.

(c) Reporting Asynchronous Online Instruction. Instructional hours for asynchronous online courses and course components are actual hours documented based upon elapsed time that a student is connected to, or engaged in, an online software program that has the capability to track time.

(d) Reporting Synchronous Online Instruction.

1. School district and FCS institutions must report actual hours of instruction up to ten (10) hours. The actual hours of instruction for a student must be documented to determine whether a minimum threshold of instruction is delivered. If a student is not documented with at least ten (10) actual hours of instruction, the instructional hours reported must equal the actual hours of instruction in the course.

2. For students who have reached the ten (10) actual hours threshold, school district and FCS institutions must report scheduled instructional hours to state data reporting systems. Reportable instructional hours for synchronous online instruction are those scheduled hours that occur between the first date of attendance in a course and the withdrawal date or end-of-course date, whichever is sooner.

(e) Reporting Blended Instruction. Courses that use blended instruction must schedule and report a separate course section for each modality.

(f) Proxy hours are not reportable to the state via state data reporting systems.

(8) Instructional hours reporting guidance for IET programs. IET program related instruction must follow the following reporting requirements:

(a) IET programs that use only an AGE program of enrollment for instructional delivery must be reported in accordance with subsection (7).

(b) IET programs that use AGE and CTE programs of enrollment for instructional delivery must enroll and report students in separate program and course enrollments for each program type. The scheduling and reporting of the hours in the separate courses shall not overlap.

(9) Adult High School (AHS) instructional hours reporting requirements for adult and co-enrollment students. AHS course enrollment shall only be reported for students enrolled in compliance with the requirements in Rule 6A-6.014(3)(e)-(f), Florida Administrative Code, General Requirements for Adult General Education Program.

(a) AHS Co-enrollment course enrollments shall only be reported for students when an agency has enrollment of adult students in an Adult High School program in a given reporting term.

(b) Instructional hours shall not be reported for K-12 enrolled students who were withdrawn from public school and intend to return in the following fall enrollment term. Districts shall not withdraw students from their public K-12 school for the purpose of summer enrollment in an AHS program.

(c) A student in the AHS co-enrollment program shall only be reported for the maximum number of courses allowed in Section 1011.80(10), F.S., shall only be enrolled for credit recovery or dropout prevention purposes, and shall not have a pattern of excessive absenteeism or habitual truancy or a history of disruptive behavior in school.

(d) A student shall not be reported with an AHS and an AHS co-enrollment program of enrollment in the same term.

(10) Adult general education scheduling blocks for classroom and synchronous online modalities. The following requirements apply to scheduled course times:

(a) Students shall not be scheduled in course sections with a course length greater than four (4) hours.

(b) Student attendance must be verified and documented for each course section of enrollment.

(c) If a student is withdrawn for nonattendance, the withdrawal shall only occur for the course section in which the absences occurred.

(11) Withdrawal and transfer procedures for classroom and synchronous online modalities. The following requirements apply to the reporting of instructional hours:

(a) A student must be procedurally withdrawn for non-attendance from the course by the institution.

Instructional hours shall be reported from the date of enrollment until the date of withdrawal for non-attendance.

1. The standard for setting the withdrawal date shall be six (6) consecutive absences from a course schedule. Instructional hours are reported up to and including the last date of attendance but shall not include any scheduled instructional hours reported for any period beyond the last date of actual attendance.

2. If a student is procedurally withdrawn for non-attendance and resumes enrollment within thirty (30) calendar days, districts or colleges must re-enroll the student in the same course and section and must report the student

instructional hours from the initial date of enrollment to the final withdrawal date or the end of the course, whichever is sooner.

3. If a student is procedurally withdrawn for non-attendance and resumes enrollment after thirty (30) calendar days, districts or colleges must enroll the student in a new course section with a new course start date.

4. The documentation of the withdrawal for non-attendance does not have to occur at thirty (30) calendar days and can occur at the end of the reporting term.

5. Institutions must develop local procedures for withdrawing students for non-attendance.

(b) If a student earns an EFL gain on a state-approved assessment which results in a change in the program prior to the scheduled end of the course, report the instructional hours to the date the EFL was earned, and enroll the student in the next appropriate program.

(c) If a student earns a diploma prior to the scheduled end of the course, report the instructional hours to the date the diploma was earned. If a student earns a diploma prior to the scheduled end of the course and remains enrolled for basic skills remediation, they must be reassessed in accordance with Rule 6A-6.014, F.A.C for program placement. If the reassessment results in an EFL gain which results in a change in the program of enrollment, instructional hours must be separately reported in the first course from the date of enrollment to the date the diploma was earned and the instructional hours in the second course from the date of enrollment in the new course section to the final withdrawal date or the end of the course, whichever is sooner.

(d) If a student transfers from one course to another course section, separately report the instructional hours in the first course from the date of enrollment to the date of transfer and the instructional hours in the second course from the date of transfer or date of enrollment in the new course section to the final withdrawal date or the end of the course, whichever is sooner.

(12) Reporting requirements for adult general education courses during the summer term. For courses that begin before June 30 and end on or after July 1, students enrolled in these courses must be reported with two (2) course records: the first enrollment shall have hours reported from the date of enrollment through June 30 and the second enrollment shall have hours reported from July 1 to the end of the course or student withdrawal, whichever is sooner.

(13) Fundable instructional hours cap for adult general education. In order to ensure compliance with the reporting requirements, an end-of-year cap will be applied to all accumulated instructional hours in adult general

education programs. A maximum of 1,300 hours is fundable per reporting year for an adult general education student.

(14) Emergency closures of facilities offering adult general education courses.

(a) Emergency closure dates that align with scheduled course dates do not count toward the six (6) consecutive absences required for non-attendance withdrawal in accordance with subparagraph (11)(a)1. and do not count toward the 30-day count for students procedurally withdrawn to re-enroll in accordance with subparagraphs (11)(a)2. and (11)(a)3.

(b) Emergency closure dates do not reset the count of absences that occurred before the closure. Absences must only include missed scheduled course days occurring before and after the closure.

(15) Institutional Documentation Requirements. Each school district and Florida College System institution shall follow the requirements below as it relates to local policies and records retention requirements.

(a) Written policies and procedures must be on file to ensure local implementation and compliance with this Rule.

(b) School districts are to ensure that they comply with the information database requirements of the Comprehensive Management Information System as specified in Rule 6A-1.0014, F.A.C., and Florida College System institutions shall comply with reporting elements that are required under Section 1008.31, F.S.

(c) Use of withdrawal codes is a local determination and are not state reportable. Institutions must maintain local policies and procedures that establish consistent usage and assignment of withdrawal codes.

(d) Each school district and Florida College System institution shall maintain on file the information required by this rule in electronic format or hard copy for a period of three (3) years or until the completion of all audits for the period during which the course is offered, whichever occurs later.

(16) These rules shall be effective for reporting beginning with the fall 2025-26 academic reporting term. Rulemaking Authority 1001.02(1), (2)(n), 1004.93, 1008.405, 1008.41, 1011.80(11) FS. Law Implemented 1004.93, 1008.405, 1008.41, 1011.80 FS. History—New 12-23-92, Amended 11-21-05, 6-20-17.