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MEMORANDUM:

TO: School District Superintendents
Florida College System Presidents

FROM: Kevin O’Farrell, Chancellor, Ph.D.

DATE: September 4, 2025

SUBJECT: **Approval of Amendment to Rule 6A-10.0381, Florida Administrative Code, (F.A.C.), Registration of Adult Students and Enrollment Reporting for Adult General Education Students**

On July 16, 2025, the State Board of Education approved revisions to Rule 6A-10.0381, F.A.C., which outlines the procedures and requirements for registering adult education students and reporting their enrollment in adult general education and workforce programs. The amendment was a substantial rewrite of the rule with the primary objectives of defining new terms, redefining existing terms, removing outdated language, providing clearer and more detailed procedures for instructional hour reporting, introducing new language and instructional hours reporting for Integrated Education and Training (IET) and Adult High School (AHS) programs. These revisions were essential in enhancing clarity, improving compliance with instructional hours reporting policies and supporting auditors and agencies in effectively implementing the procedures. The following is an overview of the revisions:

1. The title of the rule was changed to remove the first instance of “education” from the previous title of *Registration of Adult Education Students and Enrollment Reporting for Adult General Education Students*.
2. New definitions of the following terms were added: actual hours, asynchronous online instruction, blended instruction, classroom instruction, educational functioning level, IET, laboratory instruction, proxy hours, synchronous online instruction and withdrawal date for non-attendance.
3. Revised existing terminology was updated, including changing “instructional contact hours” to “instructional hours” and consolidating “scheduled classroom hours” and “scheduled laboratory hours” into “scheduled hours”.
4. The term “committed hours” was removed due to it no longer being used in the rule language.
5. The rule now outlines specific instructional hour reporting requirements for each course modality. Specifying policies for all instructional hours for classroom instruction, laboratory instruction, asynchronous and synchronous online instruction and blended instruction.
6. Program-specific instructional hour reporting requirements were added for IET and AHS programs, including rules for AHS co-enrollment and separate reporting by program type.

Kevin O’Farrell, Ph. D.
Chancellor of Career and Adult Education

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7. Several clarifying changes to data collection and institutional documentation requirements, including that agencies must maintain written policies and procedures related to instructional hour reporting.
8. Updates were made to enrollment and withdrawal guidance, including policies related to documentation responsibility, emergency closures and their impact on absences and re-enrollment requirements for students who have been withdrawn from courses.

A copy of the rule is attached for your reference.

Action Required

1. Ensure that local management information systems are updated to account for all relevant rule amendments.
2. Update internal policy and procedure guides to be in compliance with requirements in the rule.

Please contact Brittany Ross, Senior Director of Research and Evaluation at Brittany.Ross@fldoe.org for any data reporting related questions and Carol Bruner, Bureau Chief of Adult Education at Carol.Bruner@fldoe.org for any program implementation related questions.

KO/br/cb

Attachment

cc: Kathryn Hebda, Chancellor, Division of Florida Colleges
School District Adult Education Directors
Florida College System Adult Education Directors
Adult Education Community Based Organizations