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**MEMORANDUM**

**TO:** School District Superintendents

**FROM:** Hershel Lyons  
Chancellor of Public Schools

**DATE:** May 4, 2018

**SUBJECT: Puerto Rico Diploma Option Frequently Asked Questions**

Thank you for your patience and continuous support of students displaced from Puerto Rico. We are pleased to provide additional guidance with a new Frequently Asked Questions document for current juniors and seniors pursuing the Puerto Rico Diploma Option. Please see the following pages of this memorandum or visit [www.fldoe.org/hurricaneinfo/](http://www.fldoe.org/hurricaneinfo/).

HL/he

cc: School District MIS Directors  
School District Student Services Directors

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**DPS: 2018-73**



## **Puerto Rico Diploma Option Frequently Asked Questions May 2, 2018**

Thank you for your patience and continuous support of students displaced from Puerto Rico. We are pleased to provide additional guidance in the following Frequently Asked Questions for current juniors and seniors pursuing the Puerto Rico Diploma Option.

### **1. Where can I find the graduation requirements for displaced Puerto Rico juniors and seniors?**

The graduation requirements for displaced juniors and seniors can be found in the memo sent December 29, 2017, or on the Hurricane Information webpage found at <http://www.fldoe.org/hurricaneinfo/>.

### **2. Are displaced Puerto Rico juniors and seniors required to participate in the statewide end-of-course (EOC) assessments?**

Yes, all students enrolled in or completing a course that includes a statewide EOC assessment must participate in the appropriate assessment. The EOC assessment results also constitute 30% of the final grade. Otherwise there are no additional statewide, standardized assessment requirements to satisfy for students who pursue the Puerto Rico Diploma Option.

### **3. Is there a specific withdrawal code for displaced Puerto Rico students who earn the Puerto Rico Diploma Option?**

The withdrawal code of WPR, with the Graduation Option code of P, will be available for students who are exiting Florida schools under the Puerto Rico Diploma Option.

### **4. How can we verify the community service and work experience hours of graduating seniors who are pursuing the Puerto Rico Diploma Option?**

Occupational experience can be fulfilled by participating in mentorship, internships, work experience or a combination thereof. Community service hours can be defined in local school board policies that are similarly defined when qualifying for Bright Futures. Puerto Rico will accept the same experiences. These hours can be documented on a locally developed form to verify that these participation hours have been met.

**Note:** For current 2017-2018 displaced seniors graduating with the Puerto Rico Diploma Option, the requirement to complete 40 community service hours, 20 occupational hours and 20 green hours has been waived.



## 5. Can displaced Puerto Rico juniors and seniors receive both a Florida high school diploma and the Puerto Rico Diploma Option?

No, if the student meets both the Florida high school diploma requirements and the Puerto Rico high school diploma requirements, the student will decide which diploma he/she will receive.

## 6. How will the students earning the Puerto Rico Diploma Option receive their diplomas?

The Puerto Rico Department of Education (PRDE) is currently working on a special version of the Puerto Rico High School Diploma that can be requested and downloaded via the Puerto Rico Student Record Exchange System.

### **Student Record Exchange System Description:**

Student Record Exchange (SRX) is a platform developed by the PRDE to facilitate the exchange of student records with other districts to expedite the enrollment process at their schools. The requirements for diploma eligibility will be determined based on the sending school's unofficial transcript, report card or documentation as of the date provided.

### **Request Steps:**

#### **1) Provide the district-designated contact information**

Each district must designate one contact. Send the contact's full name, e-mail address, district name, job title and phone number to [AskEIAS@fldoe.org](mailto:AskEIAS@fldoe.org). The information provided will be used to create an account within the SRX. An FDOE Sharefile account will also be created (for first-time users) for documentation uploads. The FDOE Sharefile is a secure transfer site (<https://fldoe.sharefile.com/Authentication/Login>).

#### **Note: Requesting Puerto Rico Transcripts to retrieve the required Puerto Rico student ID**

In order to submit a diploma request, the Puerto Rico Student ID number (also known as "SIE" number) is required. This number is only available on the transcript (unless the parent or student has the information available). If you do not have this number, request the transcript via [AskEIAS@fldoe.org](mailto:AskEIAS@fldoe.org) as the first step. If the transcript has already been received, continue to the next step.

#### **2) Navigate to the SRX website once notified**

Once registered with an SRX account, a notification will be sent informing the district contact that they can now logon to the system for diploma retrieval. The website is <https://srx.dde.pr/>.

#### **3) Submit a diploma request via the SRX system**

The district contact will now have the ability to submit a diploma request. Please review the document "[SRX User Guide](#)" for assistance with the site and general navigation.



**4) Allow up to 1-2 days for a response from the PRDE SRX system**

The requests are processed in the order received within the queue. Processing can take up to two days and is dependent on the review completed by the Puerto Rico accreditation team.

**7. Will the Puerto Rico diplomas arrive before graduation?**

We are working diligently with the PRDE to coordinate retrieval of the diplomas as they become available. The availability of the diploma is dependent on when the request is made and the review process completed by the Puerto Rico verification team.