

# FLORIDA DEPARTMENT OF EDUCATION



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## MEMORANDUM

**To:** District School Superintendents  
High School Principals

**From:** Jim Horne

**Date:** April 19, 2004

**Subject:** **ASSISTANCE TO 12<sup>th</sup> GRADE STUDENTS WHO HAVE NOT EARNED PASSING SCORES ON THE FCAT**

We anticipate that the results for the 2004 Florida Comprehensive Assessment Test (FCAT) administered to 12<sup>th</sup> grade students in March will be sent to school districts in the next week. All 12<sup>th</sup> grade students who took the FCAT in March and did not earn a passing score should be provided information regarding opportunities for assistance and support immediately upon receiving their results.

To assist your staff in this effort, please find attached the following materials:

- Grade 12 FCAT Information for 2003-2004
- Sample Planning Checklist for 12<sup>th</sup> Grade Students Who Have Not Earned Passing Scores on the Grade 10 FCAT for 2003-2004
- Education and Exit Options for Students Who Did Not Earn Passing Scores on the March 2004 FCAT from the School Principal in English and Spanish
- *Stay in the Loop* Student Information Sheet

We strongly recommend that your guidance counselors schedule a time to meet with each student who took the FCAT in March to review his or her graduation plan and recent scores. This is an important time for face-to-face interaction with these students to provide support and information regarding opportunities for success. It is critical that these students receive immediate and appropriate information regarding their scores and the opportunities for remediation and other options, such as the GED Exit Option and summer school. We strongly urge you to provide a copy of *Stay in the Loop* to each student.

District School Superintendent and High School Principals  
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School staff can use the sample planning checklist to plan instruction and academic interventions for students and to develop a continuing education plan that may include continued remediation programs, such as summer school, tutoring, FCAT Explorer, adult education, work study programs, mentoring, and thirteenth year study options.

On behalf of Florida's students and families, I thank you for your immediate and effective response to this challenge. I know that through your efforts and those of teachers and guidance personnel, we will fulfill our commitment to ensuring that Florida's students are prepared for a successful future. In fact, we recently analyzed what happened to the students who did not pass the exit test last year and found that a majority (58 percent) enrolled in post-secondary programs at community colleges and vocational centers. Let's continue to work together to help all of our students succeed.

If you have questions or need additional information regarding K-12 education, please contact Mary Jo Butler via email at [maryjo.butler@fldoe.org](mailto:maryjo.butler@fldoe.org) or by telephone at (850) 245-0479 or Mike Tremor via email at [michael.tremor@fldoe.org](mailto:michael.tremor@fldoe.org) or by telephone at (850) 245-0423. If you need additional information regarding adult education programs, please contact Bob Wofford via email at [bob.wofford@fldoe.org](mailto:bob.wofford@fldoe.org) or Marcia Maxwell via email at [marcia.maxwell@fldoe.org](mailto:marcia.maxwell@fldoe.org) or by telephone at (850) 245-9904.

JW:mjbo

#### Attachments

cc: Community College Presidents  
Assistant Superintendents for Curriculum  
Directors of Secondary Education  
Student Services Coordinators  
Guidance Supervisors  
ESE Directors  
Title I Coordinators  
Dropout Prevention Coordinators  
Adult and Community Education Directors  
Technical Center Directors