

**Site Self-Evaluation Checklist
for the GED Exit Option Model
Part C
2004-2005**

Please ask each implementing site to complete this checklist and maintain a copy at the district office.

Site: _____

Contact Name: _____

Guideline 1 - Student Selection Procedures

- ___ All students are 16 years of age or older.
- ___ Current enrollment form is available for every student indicating that the students are enrolled in courses that meet high school graduation requirements in the GED Exit Option Model (electronic or hard copy).
- ___ Records that document that the students are overage for grade are available for every student **and** the group the students entered kindergarten with have graduated, **or** the students are current year seniors behind in credits, and/or have a low GPA and are in jeopardy of not graduating with their peer group.
- ___ The site has an appropriate test (reading test, TABE, or other tests described in Rule 6A-6.014, F.A.C.) with modifications for ESE/LEP students to measure if the student's reading level is at least at the seventh grade.
- ___ The site has documentation of student records reviews to determine appropriate placement.
- ___ Students are prevented from graduating prior to the class with which they entered kindergarten.
- ___ The site has current copies of the parental notification and consent letters.
- ___ The site has a current **written** description of the GED Exit Option Model and GED Tests content.

Guideline 2 - Counseling

- ___ The site has documentation that parents and students received appropriate counseling regarding the GED Exit Option Model and other graduation options prior to placement.
- ___ Students have equal access to counseling and support services provided through the school district's PK-12 program, including certified counselors.
- ___ Students receive academic, personal, and career counseling, including information relative to military recruiters, colleges, and universities

- ___ The site has documentation of the continuation of counseling services during students' participation in the GED Exit Option Model.

Guideline 3 - Curricula and Instructional Content

- ___ The site has documentation that all students are enrolled in classes for credit that lead to a high school diploma in accordance with the district's pupil progression plan.
- ___ The site has evidence that the students receive grades and report cards.
- ___ The curriculum is designed to specifically meet student needs based on diagnostic testing.
- ___ Teacher records reflect student performance standards for each course being taught.
- ___ The curriculum has GED Course Curriculum Frameworks and Student Performance Standards integrated. (A copy may be obtained from the district's adult education director.)
- ___ Site personnel make arrangements for students to take the FCAT.
- ___ The site has copies of the official GED practice tests.
- ___ Students earn acceptable scores on the official GED practice tests, administered under standard testing conditions.
- ___ Remediation is provided if any sections of the FCAT or GED tests are not passed.

Guideline 4 - Instructional Resources and Qualified Staff

- ___ Teachers are certified according to the guidelines provided in the *Florida Course Code Directory and Instructional Personnel Assignments*.
- ___ Teachers meet the federal definition of a "highly qualified" teacher as described in the *No Child Left Behind Act of 2001* within the appropriate timelines.
- ___ The site has appropriate instructional materials and the courses are aligned with the Sunshine State Standards.
- ___ Class size and classroom space is reasonable, pursuant to the State Board of Education Rules.
- ___ The site has copies of the GED Course Curriculum Frameworks and appropriate State Board Rules.
- ___ Teachers of this model are encouraged to participate in staff development provided through the Adult Education Program and GED Testing Service.
- ___ Students have access to 25 hours of instruction per week (full-time, grades 9-12).
- ___ Flexible scheduling is provided, which allows for students to attend vocational training, on-the-job training, or be employed (optional).

Guideline 5 - Standard High School Diploma

- ___ Students who pass the GED Tests and the FCAT are awarded a standard diploma in addition to the State of Florida diploma.
- ___ Students who pass the GED Tests but do not pass the FCAT are awarded only a State of Florida diploma.

- ___ Districts' have the flexibility to award a standard diploma to GED completers who do not pass the FCAT by authority of Rule 6A-6.021, F.A.C.

Guideline 6 - Official Recognition

- ___ Students are eligible to participate in all standard high school activities, including extracurricular activities and graduation ceremonies.

Guideline 9 - Data Collection

- ___ Student data is transmitted to the Department of Education via the Automated Student Information System, Dropout Prevention Program Evaluation format, during Survey 5.
 - P--The student took the official GED tests and passed.
 - F --The student took the official GED tests and failed.
- ___ The **W10** withdrawal code, *any PK-12 student participating in a GED Exit Option Model who passed the GED Tests and the FCAT and was awarded a standard high school diploma*, was used.
- ___ The **WGD** withdrawal code, *any student participating in the GED Exit Option Model who passed the GED Tests, but did not pass the FCAT and was awarded a State of Florida diploma*, was used.
- ___ The Annual School Report Form for the GED Exit Option Model (part B) is completed and submitted to the district as part of the application which is submitted to the Department.

Guideline 10 - Integrity of the Tests

- ___ Testing arrangements are coordinated with the Adult Education Program to ensure that all proper protocol, special accommodations, and testing procedures are met.