

INSTRUCTIONS FOR COMPLETING THE APPLICATION TO IMPLEMENT THE GED EXIT OPTION MODEL IN 2005-2006

Districts seeking approval to implement the GED Exit Option Model in the 2005-2006 school year must follow the instructions provided below. There are four components of the *Application to Implement the GED Exit Option Model in 2005-2006*:

- Part A—District Application, which contains the programmatic assurances required by the American Council on Education and the Florida Department of Education
- Part B—Site Evaluation Checklist for Implementing the GED Exit Option Model
- Part C—Student Evaluation Checklist for Implementing the GED Exit Option Model
- Annual School Report (ASR) Form, which must be completed for each site implementing the GED Exit Option Model in 2005-2006.

Part A—District Application

The district should respond as comprehensively as possible to the request for information included under each guideline. To simplify the process for completing the application, directions with key or specific elements can be found on the pages preceding the guidelines. These directions were developed to clarify and provide assistance for submitting the appropriate information required on the application to ensure approval.

Part B—Site Evaluation Checklist for Implementing the GED Exit Option Model

Each implementing site within the district must complete this checklist and submit to the district office. These checklists should be maintained at the district office.

Part C—Student Evaluation Checklist for Implementing the GED Exit Option Model

Each implementing site within the district must complete this checklist for each participating student. Each student's original checklist must be maintained at the implementing site.

Annual School Report (ASR) Form

The ASR form must be completed for each site that implements the exit option. ***Please note that the form must be printed in its original red and black (color) format and completed with black ink.*** Photocopies, poor quality, faxed, or non-white paper copies will not be accepted and will delay the approval process.

Submitting the Application

Districts must submit Part A and all ASR forms in print format to the Department of Education for approval prior to implementing the GED Exit Option Model in 2005-2006. ***ASR forms must be submitted in the correct print format (color document completed with black ink).*** Incorrectly completed ASR forms will not be accepted and will delay the approval process. Parts B and C should not be submitted to the Department as part of the application.

Applications should be sent to:

Mailing address: Cyndi Terry, Program Specialist
Florida Department of Education
P.O. Box 1311
Mulberry, FL 33860

Telephone: (863) 701-1393

Fax: (863) 701-1395

Email: cyncat@aol.com

When an application is approved, notification letters will be sent to the district superintendent and the individual designated as the district contact for the GED Exit Option Model. Districts should not begin implementation of the GED Exit Option Model until official notification of approval is received. Questions regarding the application and implementation processes should be directed to Ms. Terry at the telephone number or email address provided above.