

Welcome to the Adult Education Preparation For Home School Students

- ❖ This is a service provided by the Putnam County School District Home Education Program to assist with your student in obtaining their GED diploma. You may withdraw them at any time after the age of 16 to enroll them in adult education classes at SJRSC.
- ❖ Every home school student must have a portfolio. The following forms are provided to assist you with maintaining a compliant portfolio. While Florida Statute mandates keeping the portfolio for a minimum of two years, it is a good idea to maintain certain information as part of your student's permanent records. As the parent is the custodian of records, you are responsible should any records from home school be needed.
- ❖ In addition to the following portfolio pages, samples of work will need to be included in the portfolio. While the statute does not state that pages must be dated, student must show progression which is clearly indicated by work being dated and graded. This also assists the teacher who evaluates your student's work at the end of your year.
- ❖ Here is a summary of the following pages:
 - Page 2 – Cover page to log information on student's adult ed prep
 - Page 3 – Student self -assessment which may be kept in portfolio
 - Page 4 – Preparation & Plan for using the Adult Ed prep as provided by PCSD Home Education as a service only & is not mandatory to be followed. Parent may format their own plan.
 - Page 5- Log for documenting the pages in the Adult Ed prep book. These pages may be copied.
 - Page 6- Online log for documenting online resources, websites.
 - Page 7- Resource sheet. All resources used should be listed here.
 - Page 8- Field trip resource sheet. All educational field trips should be listed.
 - Page 9- Use My Career Shines as a resource in assisting students in their career choices.
 - Page 10-This page goes into detail on the requirements & suggestions for keeping a portfolio.
 - Page 11-Home school requirements
 - Page 12-Charting your student's educational journey
 - Page 13- Home School Monitoring
 - Page 14-Annual Evaluation-due one year from date of registration
 - Page 15-Termination form - must be filed upon completion of home school

GED Preparation Program for

(Date of Birth)

Date of Home school registration: _____

Date GED Preparation began: _____

Title of GED Prep Book Used: _____

Publisher of Book: _____

Copyright date of book: _____

Home school termination date: _____

Adult Ed class registration date: _____

Location of adult ed classes: _____

Completion of Adult Ed classes: _____

GED test taken on: _____

Retake dates if applicable: _____

GED diploma granted on: _____

Graduation ceremony on: _____

Location of graduation: _____

GED test scores:

Reading/Writing/ Language _____

Math _____

Science _____

Social Studies _____

Adult Education Preparation
Through
Home Education Program

Student Self-Assessment – Keep in portfolio

Graduation

- ❖ Student plans to graduate by () Parent issued diploma () Public School () Private School () Adult Education Program () Other (specify) _____
- ❖ What are your educational goals? _____

- ❖ How do you plan on reaching that goal? _____

- ❖ How long do you plan on it taking you to accomplish this goal? _____
- ❖ What are your most difficult subject/s? _____

- ❖ By what method do you learn the best? _____

Career

- ❖ What career do you intend to follow? _____
- ❖ Why are you pursuing this career? _____

- ❖ What steps will you use to pursue this career? _____

- ❖ Do you have access to the internet & a printer? _____

You have chosen for to use the Adult Ed Prep for Home Schoolers as designed by Mrs. Deel. This schedule will assist with the education you are providing for your student. You may and should incorporate other learning experiences into your Home Education Program. By following the schedules and procedures outlined below, your student should be ready for the Adult Education Program upon completion of the GED workbook.

Preparation

- Supplies needed: Pre-GED or GED workbooks, binder, dividers, pens/pencils, Red & green grading pens Optional: Camera, scrapbook supplies (for creating picture pages from field trips)
- Establish good work habits using a daily work plan. This is best done by having an area for school which is void of all distractions. Being prepared by eating breakfast and getting dressed can impact your success. Remember that you are in charge of your student's education and their success means you have succeeded in your goal.
- Grading: Grade & mark all work using a green pen. Student should redo work & work graded again. Grade & mark using a red pen. The objective is to learn. Ideally, the last grade should be 100. Scrap paper showing completion of math problems could be included in portfolio.

Educational Plan

- ❖ Begin by reading the portions of the book TO THE LEARNER & CONTINUING ON TO THE ENTRY TESTS.
- ❖ **Log all resources** on the resource sheet by Title and Author.
- ❖ **Utilize the library** by providing the student with their own card and **participate** in library programs.
- ❖ Work a **minimum of three hours per day** in the GED workbook. Use www.kahnacademy.org to give additional support when a concept is not understood. **Document all work on the log sheet.**
- ❖ Read a **minimum of three books per week** and using proper grammar & punctuation, write a **book report** on each book. You should keep your draft and final copy. Have someone “grade” your reports. **At least one report each week should be placed in your portfolio as a sample.**
- ❖ Complete **two hours of volunteer work weekly** or research on the job training opportunities in the field you would be pursuing. **Document these hours** on your daily log.
- ❖ View **two DVD/Videos per week on a History or Civics topic** or watch the news. Discuss what you learned with either a parent or friend. **Document all work** on the daily log.
- ❖ Keep a track of all **monies spent for household expenses**. Research ways to cut these expenses. Hold a family “conference” & discuss how each member in the household can aid in your goal. Document as an educational activity.
- ❖ Use of a **physical activity which would take 30 minutes daily** such as walking, biking, weight lifting, etc. Document these activities.
- ❖ **One field trip per month** – Research online & write an “article” in the form of advertisement for the place you visited. Field trips could correlate with educational materials in the GED book.
- ❖ Document all **educational endeavors and activities** including sports and music lessons.
- ❖ Activities such as field trips, artwork, volunteer work, job opportunities, and projects may be documented through pictures and scrapbooking.
- ❖ Use the links on the Home Education Link page to assist with your student's education.
- ❖ Decide on a career and research that career by using books, YouTube, and the internet. If student is undecided on their career choice, student should research the different careers. Document all research and/or educational videos.
- ❖ **Use Career Shines as a resource. Information sheet is attached.**
 - ❖ Use Kahn Academy as a resource. www.kahnacademy.org- Document progress on online log.
- ❖ **Parent should view portfolio & progress weekly.**
- ❖ **Monitoring of portfolio available – Call Mrs. Deel to schedule appointments.**

GED Preparation Program Log for Home School Students

Day # _____ Date: _____ Time spent working in workbook: _____

Page # - Page #	Subject Area	# correct # total	Redid Pages*	# correct # total

Time spent with other educational activities: _____

Educational Activity	For what subject?	grade

Day # _____ Date: _____ Time spent working in workbook: _____

Page # - Page #	Subject Area	# correct # total	Redid Pages*	# correct # total

Time spent with other educational activities: _____

Educational Activity	For what subject?	grade

Online Log using Kahn Academy or other online resources

Date	Subject	Lesson	Grade	Time Spent	# correct # total

Resources used in Home Education

TITLES *	AUTHOR**

Logging websites used as resources:

* Subject area **Website

My Career Shines Instructions

Go to www.MyCareerShines.org

This will take you to Florida Shines.org.

Click on the type of student you are wanting to register. This list is underlined and written in blue.

At the bottom of the page is a register and/or log in button.

Click register now.

Complete all steps in the registration process including creating a Username and Password.

Use this tool as a resource and be sure to document all activities/assessments.

Home Education Notes

Tips for Compiling a Compliant Portfolio

- ✓ **A log** of all educational activities which were performed. These dates should correlate with the dated samples of work performed.
- ✓ A list of all **resources used** in your Home School Program should be included. (FLVS, dual entity classes at a school, or dual enrollment classes at the college are resources and should be listed.)
- ✓ Your student's completed dated and graded **samples** which correlate with the above log should be included. Three to four samples per subject per week should be included. (**This would include samples from FLVS or classes taken at a public school or college.**)
- ✓ **Documentation** of all
 - Field trips (flyers, pictures, reports)
 - Sports (pictures, log of games played)
 - Projects including art, science, etc. (pictures)
 - Competition (pictures, reports)
 - 4H Involvement (log of activities, pictures, reports)
 - Volunteer Hours (log of service performed, pictures, certificates, thank you cards for involvement)

Why is a portfolio important? When you sign your child up for Home Education, the district is no longer required to keep records on your child other than the date of registration in Home Education, termination date, and the annual evaluation/test results. A portfolio may be requested when a child returns to public school, private school, or college. A portfolio is required by Florida Statute and must be submitted to a certified teacher for an annual evaluation. The portfolio is your proof of home schooling and that the student is "attending" school. Home school meets the attendance requirement in the State of Florida. If a portfolio is not submitted when requested or at a portfolio review the program may be terminated by the School Superintendent and the child be required to enroll in a school setting within three days or a truancy referral could take place.. The parent may chose the portfolio evaluation as their method of annual reporting. Under this option a certified teacher is required to evaluate the student's portfolio to determine if that child has learned commensurate with their ability. It is important that the portfolio show the progress of the child so that the teacher may evaluate properly. The portfolio is documentation of your student's accomplishments within that school year. The portfolio is the avenue by which a parent should showcase their student's education, accomplishments, and abilities and would be the student's educational record for those years in Home School. Careful and consistent documentation of the instruction you provide should provide a complete and concise portfolio. Each year's portfolio should be kept for two years. However keep in mind that you are the custodian of records for your home school student. These records are not available but through you. No one else has them. Keeping them longer and/or creating a permanent academic record for your student is a good idea. You may speak to Mrs. Deel on how to create the permanent record and what should be contained in it.

Home Schooling Requirements

- Home schooling in Florida is parent right, parent directed, parent responsibility.
 - Parents may choose what to teach, how to teach, & when to teach.
 - There are no required hours or days of attendance in home school.
 - The portfolio is proof of attendance along with the annual report which states that the student has learned commensurate with their ability.
 - Portfolio must be maintained as a home schooler regardless of curriculum used. It must be kept for a minimum of two years. TIP: This is part of your permanent educational records until they are transferred to a public or private school.
- Mandates for home schoolers in Florida are as follows:
 - Parent becomes custodian of records which involves keeping a portfolio with a log, samples, & resource list which must be kept for a minimum of two years.
 - Presenting an annual report which is due annually one year from date of registration. There are five options of which three involve the services of a Florida certified teacher. The annual report (evaluation) must show that the student learned commensurate with their ability. Failure to have learned commensurate with their ability places the student on probation and allows one year to bring the student to the proper level of learning. A final evaluation must be filed upon termination of the program.
 - Portfolio must be presented to the home school coordinator upon request.
 - Portfolio reviews must be completed on students who have established a pattern of non-attendance in their previous school. Failure to provide a portfolio results in student being required to return to a school option within 3 days and student cannot be home schooled for 180 days.
 - Parent must file a termination of home school upon completion of home school and attach a final evaluation.
- Parents are responsible for all expenses associated with home schooling.
- Parents are responsible for the choice of curriculum for teaching the student.
- School districts may not assign grade levels to home school students or save personal data in its data base unless a student is participating in a school program or class.
- Students participating in sports must adhere to requirements as set by FHSAA.
- Students taking dual entity classes at a school must adhere to proper conduct, dress code, and attendance as required of public school students. Acceptance is based upon open seats in the class and Principal permission.
- If a student enrolls back into public school after having home schooled, the student is placed in grade level according to performance. Students in high school with incoming credits must perform at the next level for credits from home school to be accepted.
- Remember that repetition teaches - Consistency is the key to education!

Charting your Home School Student's Educational Journey

- Tips for students going back to school for a standard High School Diploma (8th-12th grade)
 - Using the age of student & academic records, determine if the student can be accepted back at your zoned school.
 - Yes? Use a private school or home school to make up credits or finish a semester.
 - Focus on student meeting high school requirements for a standard high school diploma which would include EOC testing, GPA, required courses, & graduation testing requirements.
 - No? Using adult ed preparation for students age 15 and above, prepare students for the adult ed classes at the college.
 - Students may TABE test at the college or enter Job Corp at age 16.
 - No? Your student may work toward a parent granted Home School diploma.
 - The parent has the right to grant a diploma.
- Tips for students in elementary level going back to school
 - Research and evaluate the curriculum which you will be using for your student.
 - Use CPALMS on the Department of Education's website for guidance on courses at each grade level.
 - Utilize library and community programs to support your main curriculum choice.
 - Document all educational activities as the portfolio may be requested upon return to public school.
 - Regularly evaluating and testing your child will help determine his level.
- Tips for students in elementary who will be Home School graduates
 - Keep in mind that you are the "educational system" for your student which includes administration, guidance, teacher, & custodian of records.
 - Determine a goal and chart the manner in which you will reach that goal.
 - Documentation in the form of a compliant portfolio is invaluable as your student works toward his academic goals and / or career.
 - You are the sole custodian of records for home education. Districts are only required to keep your annual evaluations and registration form for four years. A home education "cum" folder could be very useful as your student approaches his high school years and college entrance.
 - Keep abreast of any changes in the education world as pertaining to diplomas, college entrance requirements, scholarship availability, and especially Bright Future Scholarships.
 - Reevaluate your child's academic success as you proceed through the years and assist student with putting his life's plan in motion concerning his education /career.

Home School Monitoring

- **Annual Evaluation - Due one year from registration** ____/____/____

The annual evaluation is the reporting that is mandatory by Florida Statutes to be conducted on each student who is registered in the their county of residence in the Home School Program. There are several options to satisfy this requirement of being enrolled as a Home School Student. This evaluation is due annually and is normally requested to be presented to the county of residence by the one year anniversary from the date of original registration. If the student fails to have learned commensurate with their ability, student is placed on a one year probation after which progress must be shown or student is required to return to school.

- **Portfolio Reviews - Mandatory with pattern of non-attendance/child study**

The portfolio reviews are conducted when a student has been determined to show a pattern of non-attendance through child studies at the school they are attending. The pattern of non-attendance would have been determined while the student was enrolled in a "school" setting where attendance is counted. These determinations would be made "prior" to a student being enrolled in the home school program.

Upon notification of the pattern of non-attendance to the Home School Coordinator, a portfolio review would then be set up with the purpose of reviewing the student's home school portfolio for compliancy with Florida Statutes. This review does not determine compliancy according to subject matter or grade level but by contents of portfolio as mandated by statute. This review is conducted by the Home School Coordinator and two home school parents who have home schooled for three or more years. Reviews are conducted monthly until compliancy is reached.

- **15 Day Evaluation - Established date of review by choice of school district**

The 15 day evaluation is an evaluation of the student portfolio which is conducted by the Home School Coordinator. Compliancy or non-compliancy of the portfolio is determined by the contents of the portfolio according to Florida Statutes. Florida Statutes gives the district the right to request the student portfolio upon the 15 day notification of request.

- **Summary of Types of Monitoring**

- Annual Evaluations are mandatory for every home school student.
- Portfolio Reviews are mandatory for those students who have been determined to have established a pattern of non-attendance prior to enrolling in the Home Education Program.
- 15 Day Evaluations are permissible by Florida Statutes and must be presented by the parent when requested by the school district.

- **Benefits of Monitoring**

- Home education is a right but also a responsibility which should not be taken lightly. You, as parent, become the educational system that will educate your child. Monitoring by the county can provide you as the parent with the extra accountability for staying on track and following the State mandates.
- Incorporating your student's "schooling" will add responsibility to life's many responsibilities. Monitoring will keep you reminded of your tasks that must be accomplished so that your program is compliant.
- Reminding students that the county coordinator will be reviewing their portfolio may assist parents in making sure their students understand their learning responsibilities in home schooling.

WRITTEN EVALUATION FORM - **Evaluation Date**

Final evaluation due to student: ___ returning to another school option ___ graduated
Termination notice signed by parent should be attached if this is the final evaluation and student will no longer be a home education student.

I, _____, hold a valid regular Florida certificate to
(printed name of certified teacher)
teach academic subjects at the ___ elementary or ___ secondary level.

Signature of Florida Certified Teacher/Evaluator

Florida Certificate Number

Certificate expiration date

Teacher Phone #

Teacher Email address

Please initial your selection:

Upon review of the portfolio and discussion with the pupil named below, I have found that the pupil _____ has _____ has not demonstrated progress at a level commensurate with his/her ability and _____ is ready _____ is not ready to be promoted to the next level.

Grade Promotion is optional and used if parent desires

Promotion from ___ grade to ___ grade Promotion not recommended _____

(Based on information from portfolio, parent, & teacher)

(Please print the following information)

Pupil's Name: _____

Pupil's Birthdate: _____

Pupil's Address: _____

Email address _____

Home phone number _____ cell number _____

Pupil's Parent(s) or Guardian(s): _____

Remedial suggestions: _____

(suggestions may be continued on the other side)

Evaluation forms may be sent by mail to:

Putnam County School District, Shirley Darlene Deel, 200 Reid Street, Palatka, FL 32177, Fax: (386) 329-0681, or by email at sdeel@my.putnamschools.org

HOME EDUCATION LETTER OF TERMINATION NOTICE

Per Florida Statutes, a final evaluation must be submitted with the termination from Home School.

Dear Superintendent or Superintendent's Designee:

It is my intention to terminate the home education program(s) of the following child (ren):

NAME	(DOB)	RETURNING TO (SCHOOL NAME)
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Back of sheet may be used for additional students)

Please check the reason of termination:

_____ The child(ren) has/have been or will be enrolled in a public, parochial, or private school.

Please attach verification on official letterhead. This also provides consent for release of information to any other educational facility.

_____ The child has reached age sixteen, is no longer of compulsory school age, & is not attending school. **Intent to withdraw must be signed. Student will be withdrawn as a dropout.**

_____ The child will no longer reside in Putnam County, Florida. New contact information:

(Address) (City) (State) (Zip) (Phone #)

_____ Parent granted Home School Diploma: Date of graduation _____

_____ Student will be enrolled in the Adult Education Program at _____

I understand that I, as parent and/or guardian am responsible for my child/ren's education and that according to Florida Attendance Law students between the ages of 6 and 16 are required to attend school. I am terminating this Home Education Program and providing verification of the school they will be attending.

Terminated by: _____

Home Education Parent's Signature

PLEASE RETURN TO: (mail)
Putnam County School District
Attn: Shirley D. Deel
200 Reid Street
Palatka, FL 32177

_____ Date Termination signed

PLEASE RETURN TO: (in person)
Shirley D. Deel
113 Putnam County Boulevard
East Palatka, FL 32131
Form may be faxed to (386) 329-0681

FOR OFFICE USE ONLY:

Home School Program is _____ compliant _____ non-compliant with _____ annual reporting _____ mandated portfolio reviews _____ 15 day evaluations.

For Adult Education Enrollment:

_____ Student has been withdrawn from the N998 (Putnam County School District Home Education Program student to attend an adult education program (W26).

Shirley Darlene Deel
Home School Coordinator

Date of W/D