

School District of Hillsborough County Guide to



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Guidelines

Establishing a Home Education Program

What are the responsibilities of parents who wish to establish a home education program?

To establish a home education program and maintain compliance, as required by Section 1002, the parent must:

1. Send notice of intent to the district school superintendent of the county in which the parent resides within 30 days of beginning your home education program. (see Appendix A, Letter of Intent to Home Educate)
2. Maintain a portfolio of records.
3. Make your portfolio available for inspection by the superintendent upon a 15-day written notice.
4. Submit an annual evaluation for each child to the superintendent within one year of the letter of intent. (see Home Education Evaluation Form)
5. Preserve your child's portfolio for two years.
6. Submit a notice of termination within 30 days upon completion of your home education program when you stop home educating your child, or upon moving from the county. (see Letter of Termination of Home Education Program)

Will I need to file a notice of intent for my five-year-old kindergartner?

Five-year-old children who turn 6 after February 1, and who are home schooled for kindergarten, are not required to register for the Home Education Program. However, if a letter of intent is filed for a five-year-old kindergartner, then the parent must keep a portfolio and the child must be evaluated.

Do I have to hold a teaching certificate to teach my child at home?

No. A parent is not required to have a valid Florida teaching certificate to home educate his/her child.

Do I have to teach my child myself or are there other educational avenues available?

A family that has established a home education program as required by statute may enlist the help of a tutor, Hillsborough Virtual School, the Florida Virtual School, correspondence courses, or other means to provide sequentially progressive instruction. Any curriculum materials purchased will be at the parent's expense.

Who is responsible for the records if I hire a tutor to teach my child?

If a private tutor is hired to provide instruction for the child, the parent is responsible for maintaining the child's portfolio.

Virtual Schooling

What is Hillsborough Virtual School?

Hillsborough Virtual School (HVS) provides students in grades K – 12 the opportunity to take online courses taught by Hillsborough County teachers. HVS uses courses developed by the award winning Florida Virtual School through our franchise partnership for grade 6-12, and courses provided through Compass Learning and district curriculum for grades K-5. Information may be obtained by phoning the Hillsborough Virtual School office, at (813) 983-7278 or by visiting the website at <http://virtual.mysdhc.org>.

What is the Hillsborough Virtual School Full-time Instructional Program?

The Hillsborough Virtual School (HVS) Full-time Instructional Program is an online public school program that serves students in grades K-12. Students enrolled in the District Full-time Virtual Instructional Program will complete all course work through the on-line program and are required to adhere to all state and local policies for public school students. HVS full-time students are required to participate in all testing programs and must meet attendance expectations through daily work submissions. (This program does not serve home schooled students. Students do work from home but are classified as full-time public virtual students, not home schooled students). Visit our website at <http://virtual.mysdhc.org> for open enrollment period.

What is Florida Virtual School?

The Florida Virtual School is the first statewide online high school in the nation to provide online courses to all students in affiliated school districts throughout Florida. Florida Virtual School is a no-campus secondary school that offers interactive courses based on the Florida Standards. Instruction is available at any time and any place. You may learn more about Florida Virtual School by calling (407) 513-3587 or by visiting the website at <http://flvs.net>.

How does my child register to take an Advanced Placement (AP) Test after completing a virtual school advance placement course?

Hillsborough Virtual School or Florida Virtual School will determine when a test is needed. Home education parents will need to contact the testing coordinator at their zoned school to register for the AP test. Test dates are date pre-set by the College Board for all AP tests. For more information on advanced placement, visit the AP Central website, <http://apcentral.collegeboard.com/apc/Controller.jsp>

Part-Time Enrollment

What is part-time enrollment with Hillsborough County Schools?

Students enrolled in Home Education have the opportunity to supplement their home education program by enrolling part-time at their zoned school on a space available basis. Prior to part-time enrollment of a Home Education student the parent must submit an “Letter of Intent to Home Educate” to the District Home Education Office. Then, the parent should contact their local school for specific enrollment procedures. Students who are enrolled part-time are subject to all applicable rules and regulations pertaining to full-time students, including: dress code, attendance policy, and code of student conduct. To help ensure academic success, students in grades 6 through 12 are strongly encouraged to register prior to the start of the semester in which they will attend. The parent must provide transportation and supervision for their child to and from the school.

Part-time enrollment guidelines do not include magnet and school of choice schools.

Dual Enrollment

Can my child participate in dual enrollment?

Home education students may participate in “dual enrollment” at a community college. For more information contact the Dual Enrollment at Hillsborough Community College, (813) 253-7121.

Interscholastic Athletics and Extracurricular Activities

Can my child participate in interscholastic, extracurricular activities offered at public schools?

Yes. Home education students must be given the same opportunity as public school students. The law prohibits any requirement that would make participation less accessible for home education students.

How does the school district determine at which school my child may participate in interscholastic, extracurricular activities?

Home education students are required to participate at the public school for which they would be zoned based on home residence.

If my child participates in interscholastic, extracurricular activities offered at public schools, must he/she comply with school entry and immunization requirements?

Yes. Home education students must meet the same entrance and immunization requirements as other students attending public school.

What if the interscholastic, extracurricular activity requires a class to be taken in order to participate?

In accordance with Section 1006.15(4)(c), a home education student must enroll in class if that is a requirement for an extracurricular activity. For example, the school must allow a home education student to take a band class during the day if that class is required for participation in the school's marching band.

Portfolios/Annual Evaluations

What is a portfolio?

Section 1002.41(1)(b) defines a portfolio as: "(1) A log of educational activities which is made contemporaneously with the instruction and which designates by title any reading materials used; (2) Samples of any writings, work sheets, workbooks, or creative materials used or developed by the student".

Included in the portfolio are the following items:

1. Sequentially progressive lesson plans written during instruction;
2. A list of titles of reading materials, textbooks, and other materials used during instruction; and
3. Samples of each child's work.

The portfolio shall be preserved by the parent/guardian for two years and shall be made available for inspection by the district school superintendent, or the district school superintendent's agent, upon 15 calendar days' written notice. Nothing in this section shall require the district school superintendent to inspect the portfolio.

Must all home education parents submit an annual evaluation?

Yes. By law, **all** parents who home educate must submit an annual evaluation within one year of the date the Notice of Intent to Home Educate was filed. (see Home Education Evaluation Form)

What type of evaluation will meet the annual requirement?

An annual evaluation must be submitted for each home education student (See Home Education Evaluation Form). The annual evaluation requirement must be met by submitting **one** of the following:

1. Portfolio evaluated by Florida certified teacher that holds a current Professional certificate in an academic subject at the elementary or secondary level.
2. Results of nationally normed achievement test taken by the student and administered by a Florida certified teacher.

3. Results of a state student assessment test used by the district and administered by a Florida certified teacher.
4. Student evaluation by an individual holding a valid active license in psychology.
5. Superintendent/Parent Agreement for other valid measurements; e.g., PSAT, SAT, or ACT scores, grades earned through dual enrollment at community college, classes taken at public schools, accredited private or online schools (for virtual courses to be considered – transcripts showing successful completion of a full year of English/Language Arts AND Math must be submitted.)

What are the consequences if I do not submit an annual evaluation of my child to the school district?

Section 1002.41(2) requires the parent to provide an annual evaluation for **each** child. Failure to do so places the home education program in noncompliance. The superintendent may, after notice to the parent, terminate the home education program and require the child to enroll in public school to meet the compulsory attendance law.

How is it determined if my child is promoted to the next grade?

If the child remains in home education, it is the parent's decision. If the student re-enters public school, the student shall be placed academically as any other student who seeks to enter a public school. After classroom observation and assessment, placement may be adjusted.

State Assessments

Does my child have to take the FSA, FCAT, or any other state assessments?

No. Home school students **are not required** to take any type of state assessment tests. An annual evaluation is the only evaluation mandated by law. If you choose to have your child take the FSA, FCAT, or an EOC exam, please contact the testing coordinator at your zoned school. (If a home school student transfers into a regular high school to earn a high school diploma, and while in home school took courses that require an EOC exam, s/he must pass the EOC for those courses to get credit toward a high school diploma.)

Items to be considered if you want your home education student to take a state assessment:

1. The deadline to register for tests is one week before the test administration. The district's testing schedule can be found on the School District of Hillsborough County's website <http://www.sdhc.k12.fl.us/info/calendar/>
2. Students will be tested at their instructional grade level. Any student taking above grade level courses, will be tested at that level.
3. High school students who took the 10th grade test in reading and failed may NOT take a retake version until the next test administration.

ESE Students Requiring Test Accommodations:

1. At least one week prior to the test date, the parent is responsible for providing the school with the most recent Individual Education Plan (IEP) indicating any necessary test accommodations.
2. If the IEP is not provided, the student can take the test, but will not be eligible to receive accommodations.

Diplomas

Will the district award my child a diploma?

No. School districts are not authorized to award a diploma to a home education student.

How can a home education student obtain a diploma?

School districts, adult high schools, and community colleges are not authorized to provide regular high school diplomas to home school students who complete a high school course of study.

A home education student can take and pass the General Equivalency Diploma (GED) test at an education center and be awarded a state of Florida High School Diploma, or utilize a curriculum provider (e.g., correspondence school) that offers a credential to the student.

Credits

Will the School District of Hillsborough County accept my child's high school credits awarded by the Home Education Program?

Credits will be awarded in accordance with State Board Rules as follows:

State Board Rule: 6A-1.09942 State Uniform Transfer of Students in the Middle Grades

The purpose of this rule is to establish uniform procedures relating to the acceptance of transfer work and courses for students entering Florida's public schools composed of middle grades 6, 7, and 8 from out of state or out of country. The procedures shall be as follows:

- (1) Grades earned and offered for acceptance shall be based on official transcripts and shall be accepted at face value subject to validation if required by the receiving school's accreditation. If validation of the official transcript is deemed necessary, or if the student does not possess an official transcript or is a home education student, successful completion of courses shall be validated through performance during the first grading period as outlined in subsection (2) of this rule. If a student transfers into a middle school who has successfully completed a civics education course, the decision as to whether the student must take a Civics End-of-Course (EOC) Assessment will be made at the

discretion of the school principal. The EOC will not be required if the school principal determines that the student has demonstrated mastery of course content.

(2) Validation of courses shall be based on performance in classes at the receiving school. A student transferring into a school shall be placed at the appropriate sequential course level and should be passing each required course at the end of the first grading period. Students who do not meet this requirement shall have credits validated using the Alternative Validation Procedure, as outlined in subsection (3) of this rule.

(3) Alternative Validation Procedure. If validation based on performance as described above is not satisfactory, then any one of the following alternative identified in the district student progression plan shall be used for validation purposes as determined by the teacher, principal, and parent:

- (a) Portfolio evaluation by the superintendent or designee;
- (b) Demonstrated performance in courses taken at other public or private accredited schools;
- (c) Demonstrated proficiencies on nationally-normed standardized subject area assessments;
- (d) Demonstrated proficiencies on the FSA, FCAT, FCAT 2.0 or an EOC assessment; or
- (e) Written review of the criteria utilized for a given subject provided by the former school.

Students must be provided at least ninety (90) days from date of transfer to prepare for assessments outlined in paragraphs (3)(c) and (d) of this rule if required.

State Board Rule: 6A-1.09941 State Uniform Transfer of High School Credits

The purpose of this rule is to establish uniform procedures relating to the acceptance of transfer work and credit for students entering Florida's public schools Effective July 1, 2013, the procedures shall be as follows:

(1) Credits and grades earned and offered for acceptance shall be based on official transcripts and shall be accepted at face value subject to validation if required by the receiving school's accreditation. If validation of the official transcript is deemed necessary, or if the student does not possess an official transcript or is a home education student, credits shall be validated through performance during the first grading period as outlined in subsection (2) of this rule. Assessment requirements for transfer students under Section 1003.4282, F.S., must be satisfied.

(2) Validation of credits shall be based on performance in classes at the receiving school. A student transferring into a school shall be placed at the appropriate sequential course level and should have a minimum grade point average of 2.0 at the end of the first grading period. Students who do not meet this requirement shall have credits validated using the Alternative Validation Procedure, as outlined in subsection (3) of this rule.

(3) Alternative Validation Procedure. If validation based on performance as described above is not satisfactory, then any one of the following alternatives shall be used for validation purposes as determined by the teacher, principal, and parent:

- (a) Portfolio evaluation by the superintendent or designee;

- (b) Written recommendation by a Florida certified teacher selected by the parent and approved by the principal;
- (c) Satisfactory performance in courses taken through dual enrollment or at other public or private accredited schools;
- (d) Satisfactory performance on nationally-normed standardized subject area assessments;
- (e) Satisfactory performance on a statewide, standardized assessment; or
- (f) Written review of the criteria utilized for a given subject provided by the former school.

Students must be provided at least ninety (90) days from date of transfer to prepare for assessments outlined in paragraphs (3)(d) and (e) of this rule if required.

Rulemaking Authority 1003.25, 1003.4282 FS. Law Implemented 1003.25, 1003.4282 FS. History—New 8-28-00, Formerly 6-1.099, Amended 9-22-03, 4-30-12, 3-25-14.

Does my child have to take End of Course (E.O.C.) Exams?

No. Home school students are not required to take E.O.C.'s. An annual evaluation is the only evaluation mandated by law. If a home school student transfers into a regular high school to earn a high school diploma, and while in home school took courses that require an EOC exam, s/he must pass the EOC for those courses to earn credit toward a high school diploma.

Scholarships

Can home education students apply for a state scholarship?

Yes. Information regarding all state of Florida administered awards can be found online at <http://www.Floridastudentfinancialaid.org> and in Appendix B.

Bright Futures eligibility can be determined at the end of the first term of the senior year. You may obtain detailed information at, <http://www.Floridastudentfinancialaid.org/SSFAD/bf>.

The Florida Legislature is authorized each year to change eligibility and funding requirements. Please monitor the website below for current information regarding eligibility for **The Florida Bright Futures Scholarship Program**.

<http://www.floridastudentfinancialaid.org/ssfad/bf/homepac.htm>

The Bright Futures contact information for Home Education is Florida Bright Futures Scholarship Program, 1940 North Monroe Street, Suite 70, Tallahassee, FL 32303-4759. Their phone number is 1-888-827-2004.

Terminating Home Education Programs

What should I do when it is my intention to no longer home educate?

Provide written notice of termination of the home education program to the Superintendent within 30 days of the termination. (see Letter of Termination of Home Education Program.) Notice of Termination of Home Education Program forms must be submitted to the District Home Education Office. You must re-enroll your child(ren) in a public or private school if they are of compulsory school attendance age (6-16) within 3 days of terminating your home education program.

Can a child who has been home educated enter/return to public school?

Yes. A student seeking to enter or re-enter a Hillsborough County public school from a home education program must meet all entrance requirements (state and district) that any other student must meet. The student shall be placed academically as any other student who seeks to enter a public school. Placement may be adjusted if warranted following classroom observations and assessment.

APPENDIX A

The Florida Statute Relating to Home Education

Section 1003.01(13) Regular School Attendance

“Regular school attendance” means the actual attendance of a student during the school day as defined by law and rules of the State Board of Education. Regular attendance within the intent of Section 1003.21 may be achieved by attendance in:

- (1) A public school supported by public funds;
- (2) A parochial, religious, or denominational school;
- (3) A private school supported in whole or in part by tuition charges or by endowments or gifts;
- (4) A home education program that meets the requirements of Section 1002; or
- (5) A private tutoring program that meets the requirements of Section 1002.

Section 1002.41 Home Education Programs

- (1) A “home education program” is defined in s. 1002.01. The parent is not required to hold a valid regular Florida teaching certificate.
 - (a) The parent shall notify the district school superintendent of the county in which the parent resides of her or his intent to establish and maintain a home education program. The notice shall be in writing, signed by the parent, and shall include the names, addresses, and birthdates of all children who shall be enrolled as students in the home education program. The notice shall be filed in the district school superintendent’s office within 30 days of the establishment of the home education program. A written notice of termination of the home education program shall be filed in the district school superintendent’s office within 30 days after said termination.
 - (b) The parent shall maintain a portfolio of records and materials. The portfolio shall consist of the following:
 1. A log of educational activities that is made contemporaneously with the instruction and that designates by title any reading materials used.
 2. Samples of any writings, worksheets, workbooks, or creative materials used or developed by the student.The portfolio shall be preserved by the parent for two years and shall be made available for inspection by the district school superintendent, or the district school superintendent’s agent, upon 15 calendar days’ written notice. Nothing in this section shall require the district school superintendent to inspect the portfolio.
 - (c) The parent shall provide for an annual educational evaluation in which is documented the student’s demonstration of educational progress at a level commensurate with her or his ability. The parent shall select the method of evaluation and shall file a copy of the evaluation annually with the district school superintendent’s office in the county in which the student resides. The annual educational evaluation shall consist of one of the following:
 1. A teacher selected by the parent shall evaluate the student’s educational progress upon review of the portfolio and discussion with the student. Such teacher shall hold a valid regular Florida certificate to teach academic subjects at the elementary or secondary level;

2. The student shall take any nationally normed student achievement test administered by a certified teacher;
 3. The student shall take a state student assessment test used by the school district and administered by a certified teacher, at a location and under testing conditions approved by the school district;
 4. The student shall be evaluated by an individual holding a valid, active license pursuant to the provisions of Section 490.003(7) or (8); or
 5. The student shall be evaluated with any other valid measurement tool as mutually agreed upon by the district school superintendent of the district in which the student resides and the student's parent.
- (1) The district school superintendent shall review and accept the results of the annual educational evaluation of the student in a home education program. If the student does not demonstrate educational progress at a level commensurate with her or his ability, the district school superintendent shall notify the parent, in writing, that such progress has not been achieved. The parent shall have one year from the date of receipt of the written notification to provide remedial instruction to the student. At the end of the one-year probationary period, the student shall be reevaluated as specified in paragraph (1) (c). Continuation in a home education program shall be contingent upon the student demonstrating educational progress commensurate with her or his ability at the end of the probationary period.
- (2) A home education program shall be excluded from meeting the requirements of a school day.

Section 1002.01 Home Education Program

- (1) A "home education program" means the sequentially progressive instruction of a student directed by his or her parent to satisfy the attendance requirements of Sections 1002.41, 1003.01(13), and 1003.21(1).

Section 1003.21 School Attendance

- (1)(a) All children who have attained the age of 6 years or who will have attained the age of 6 years by February 1 of any school year or who are older than 6 years of age but who have not attained the age of 16 years...are required to attend school regularly during the entire school term.

Section 1003.26 Enforcement of School Attendance

- (1)(f)1. If the parent of a child who has been identified as exhibiting a pattern of nonattendance enrolls the child in a home education program pursuant to Section 1002, the district school superintendent shall provide the parent a copy of Section 1002.41 and the accountability requirements of this paragraph. The district school superintendent shall also refer the parent to a home education review committee composed of the district contact for home education programs and at least two home educators selected by the parent from a district list of all home educators who have conducted a home education program for at least three years and who have indicated a willingness to serve on the committee. The home education review committee shall review the portfolio of the student as defined by Section 1002.41, every 30 days during the district's regular school terms until the committee is satisfied that the home education program is in compliance with 1002.41(1) (b). The first portfolio review must occur within the first 30 calendar days of the establishment of the program. The provisions of subparagraph 2 do not apply once the committee determines the home education program is in compliance with Section 1002.41 (1) (b).

2. If the parent fails to provide a portfolio to the committee, the committee shall notify the district school superintendent. The district school superintendent shall then terminate the home education program and require the parent to enroll the child in an attendance option that meets the definition of “regular school attendance” under Section 1003.01(13) (a), (b), (c), or (e), within three days. Upon termination of a home education program pursuant to this subparagraph, the parent shall not be eligible to reenroll the child in a home education program for 180 calendar days. Failure of a parent to enroll the child in an attendance option as required by this subparagraph shall constitute noncompliance with the compulsory attendance requirements of Section 1003.21 and may result in criminal prosecution under Section 1003.27(2). Nothing contained herein shall restrict the ability of the district school superintendent, or the ability of his or her designee, to review the

APPENDIX B

Home-Educated Applicants Florida Bright Futures Scholarship Program

The Florida Legislature is authorized each year to change eligibility and funding requirements. Eligibility criteria for a Florida Bright Futures Scholarship specify that a student must have earned "a standard Florida high school diploma unless the student completes a home education program according to s. 1002.41." [Section 1009.531 (1) (b), Florida Statutes] In lieu of the diploma, **all home-educated students must be registered with the district where they reside for grades 11 and 12.** Home-educated students must meet the General Requirements for the Florida Bright Futures Scholarship Program. In addition, the documentation listed below is required for home-educated students who wish to be evaluated for a Florida Bright Futures Scholarship.

Required Documentation (no substitutions)

- **Florida Financial Aid Application (FFAA)** – Students must submit a completed FFAA online during the final year in a home education program (no later than August 31).
https://www.floridastudentfinancialaidsg.org/ua/sawstua_uaform.asp
- After you submit the FFAA, you will receive a User ID and PIN. You are responsible for tracking your application, certifications, and award status online and for keeping OSFA informed of any demographic or institutional changes.

Know it, Use it, Be Responsible for your state financial aid!

- **Exam Scores (ACT®/SAT®)** – Students may test through June 30 of the final year in a home education program (or through January 31 of the final year for a mid-year applicant). Submit scores in one of the following ways:
 - Request test scores be sent to one of Florida's 12 state universities or Florida state colleges (public community colleges) when the student registers for the ACT®/SAT® so the scores will be sent to the FDOE repository.
 - Mail an official copy (no photocopies) of the test scores in the original sealed envelope to the attention of 'Home Ed' at the address at the end of this chapter.

When applying as a home-educated student, the test score requirement for each scholarship is outlined below. **NOTE:** Bright Futures uses the best score on any section of either test. SAT and ACT scores are not mixed.

Florida Academic Scholars (FAS) award

- A best combined score of 1290 SAT (excluding the writing section) or best composite score of 29 ACT (excluding the writing section). (No official transcripts required.)

Florida Medallion Scholars (FMS) award

- A best combined score of 1220 SAT (excluding the writing section) or best composite score of 27 ACT (excluding the writing section),
(No official transcripts required.)

or

- A best combined score of 1170 SAT (excluding the writing section) or best composite score of 26 ACT (excluding the writing section) with a weighted 3.0 GPA in the required 16 college preparatory credits- documented through Florida public, FDOE-registered private, Florida Virtual School (FLVS) or Florida dual enrollment transcripts. Note that Bright Futures does not accept parental transcripts. You may wish to consult the Comprehensive Course Table (CCT) link to determine if a specific course meets the required college preparatory credits. **NOTE:** A parent-generated transcript will not be accepted for Bright Futures evaluation.

Florida Academic Scholars (FAS) award

- A best combined score of 1290 SAT (excluding the writing section) or 29 ACT (excluding the writing section)
(No official transcripts required.)

Florida Medallion Scholars (FMS) award

- A best combined score of 1220 SAT (excluding the writing section) or 27 ACT (excluding the writing section),
(No official transcripts required.)

or

- A best combined score of 1170 SAT (excluding the writing section) or 26 ACT (excluding the writing section) with a weighted 3.0 GPA in the required 16 college preparatory credits - documented through Florida public, FDOE-registered private, Florida Virtual School (FLVS) or Florida dual enrollment transcripts. Note that Bright Futures does not accept parental transcripts. You may wish to consult the Comprehensive Course Table (CCT) link to determine if a specific course meets the required college preparatory credits. **NOTE:** A parent-generated transcript will not be accepted for Bright Futures evaluation.

TRANSCRIPTS – A parent-generated transcript will not be accepted for Bright Futures evaluation. Bright Futures accepts only **sealed, official** transcripts from the following sources:

- Florida public high school,
- Florida Virtual School,
- Dual-enrollment coursework from a Florida state (community) college, or
- FDOE-registered private high school.

In order to submit transcripts, a Florida private school must be registered with the FDOE School Choice Office. Registration confirmation will be required for a minimum of the last academic year indicated on the transcript. To confirm that a school met the registration requirement, you may contact the School Choice Office by e-mail at SchoolChoice@fldoe.org or call toll-free 1-800-447-1636.

- **DISTRICT CONFIRMATION OF REGISTRATION of a home-educated student for 11th and 12th grades** - In order to be eligible as a home-educated student, a student must provide verification of 11th and 12th grade county registration. **Certification of county registration will occur online by the home education district contact.** The submission of a 2013-2014 Florida Financial Aid Application (FFAA) as a home-educated student will prompt the district to certify the registration online.

If the student was not registered as being home-educated with the district for grades 11 AND 12, but has the minimum transcript information from a Florida public high school, Florida Virtual School, dual-enrollment coursework from a Florida state (community) college, or FDOE-registered private high school, test scores, and the required community service hours, he/she may be able to earn an award as a Florida GED Diploma recipient.

- **COMMUNITY SERVICE HOURS Documentation** - A home-educated student must complete community service hours during high school and by high school graduation.
- Community service hours may not be hours that benefitted the student financially or materially, or be service to family members, defined as: parents, grandparents, siblings, aunts, uncles, cousins, nieces, nephews, and spouses, including all step relations.
- The agency where the community service hours were earned must provide documentation on agency letterhead of the number of hours and dates of service completed.
- The hours must be submitted through the student's district where he or she is registered as a home-educated student and approved by the FDOE for the Bright Futures community service requirement.
- Each award requires the following completed and approved community service hours:

FAS – 100 hours

FMS – 75 hours