August 2020

**Use the template below for students who missed their opportunity to take the Geometry, Biology 1, and/or US History EOC in Spring 2020. Please customize this letter, as applicable, by modifying the red fields and placing the letter on school letterhead prior to sending. You may also use this language to post to your school website or distribute to parents/guardians via email.**

Dear Families:

On March 17, 2020, the Florida Department of Education and Commissioner Richard Corcoran issued an executive order to support the Florida Division of Emergency Management to ensure the safety of Florida citizens during the COVID-19 pandemic. A component of that order canceled all remaining K-12 assessments for the 2019-2020 school year, including the **Geometry, Biology 1, and U.S. History** EOCs.

Last school year, your student was enrolled in one or more of these EOC courses and unable to take the statewide exam in Spring 2020. **Your student is NOT required to make-up any of the EOCs to earn a standard high school diploma**. However, if your student is seeking the **Scholar Diploma Designation**, he/she will need to meet the following EOC requirements prior to graduation:

* Geometry EOC – Level 3 or higher
* Biology 1 EOC – Level 3 or higher
* U.S. History EOC – Level 3 or higher

The Geometry, Biology 1, and U.S. History EOCs are offered four times each school year (Fall, Winter, Spring, and Summer). If your student is seeking the Scholar Diploma Designation upon graduation, his/her first opportunity to take one or more of the EOCs that were canceled last Spring is coming up in September.

This letter is being sent to provide you with the ability to choose your student’s plan for addressing the canceled Spring 2020 EOCs**.** If your student was enrolled in one or more of the EOC courses referenced above, **he/she is NOT required to make-up any of the EOCs**, unless he/she is interested in receiving the Scholar Diploma Designation upon graduation. If you have any questions, you may contact [School Contact] at [Contact Information].

Sincerely,

[Principal’s Name]

**Please complete the following form and return to *enter location or teacher* by *enter date.***

**If a student does not have this form on file, he/she will NOT be scheduled to make-up any of the EOCs referenced above that were missed due to the cancelation of Spring testing.**

**Student Name and ID #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent Name (Printed):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please circle one of the following options:**

1. My student **would like the opportunity to participate** in an EOC make-up this school year to meet the assessment requirements for Scholar Diploma Designation upon graduation. Please indicate which EOC(s) your student needs to make up.

Geometry Biology 1 U.S. History

## My student will defer the opportunity to participate in an EOC make-up this school year to meet the assessment requirements for Scholar Diploma Designation upon graduation.