INDIANA
WORKFORCE
DEVELOPMENT
AND ITS WorkOne CENTERS

TO: Adult Education Consortia Partners

FROM: Scott B. Sanders
Commissioner

DATE: August 23, 2013

SUBJECT: DWD Policy 2013-07
Adult Education Program Standards

PURPOSE
This policy describes the process for monitoring and evaluating Adult Education (AE) programs.

RESCISSION
DWD Policy 2011-05 Adult Education Program Standards

CONTENT
As authorized by IC 22-4.1-20, the Department of Workforce Development (DWD), Division of Adult, Career, and Technical Education has established standards to ensure delivery of foundational skills development, career pathways, and academic and career counseling services to adults and out-of-school youth for the purposes of employment, reemployment, or enhanced employment.

Student Eligibility for Services
Individuals must meet the following eligibility requirements to receive AE services:

- Be at least eighteen (18) years of age; or
- Between sixteen (16) and eighteen (18) years of age, if a principal signs the student's exit form.*

Additionally, the individual must need either skill development or remediation, or both in one or more of the following: English, Mathematics or Reading as determined by an initial assessment.

*Individuals who are between sixteen (16) and eighteen (18) years of age must have the superintendent's signature to take the high school equivalency assessment in accordance with IC 22-4.1-18.

Student Enrollment Process

Students become officially enrolled in Adult Education after twelve (12) attendance hours, which may include both instruction and orientation hours. During these first twelve (12) attendance hours, providers must ensure the steps below are completed for each student.

1. **Enter student demographic information in InTERS.**
   Student demographic information should be entered in InTERS within the first few hours of program attendance, but no later than twelve (12) hours of attendance.

2. **Administer a pre-test to determine a student's initial skill level.**
   Eligible Adult Education students must be pre-tested as part of the official enrollment process using DWD-approved assessments within the first twelve (12) hours of attendance. Refer to Indiana's Assessment Policy (DWD Policy 20XX-XX) for additional guidance.

3. **Explain program specific policies.**
   Explain program specific policies, such as the attendance policy and class participation requirements, either prior to instruction or during a designated orientation class.

Persistence

There are many factors that promote student persistence in Adult Education including attendance requirements and intensity and duration of educational activities.

Attendance

AE providers must have an attendance policy approved by DWD that promotes student achievement of measurable outcomes and acknowledges frequency and recency as best educational practices. It is strongly encouraged that the policy includes the following elements:

- an expectation that students will attend all class hours;
- processes by which staff may review attendance on a regular basis to determine if students require additional support services;
- definitions for and limits on excused and unexcused absences; and
- provisions for program dismissal.

Intensity and Duration

Per WIA Section 231, programs must be of sufficient intensity and duration for students to achieve substantial learning gains. Programs should meet year-round and make every effort to minimize breaks to no longer than three weeks, where possible, to maximize student attendance. When programs have scheduled breaks, students should be offered distance learning through online software or homework packets in order to persist in making gains.

Student Folders and Records

DWD requires that student folders contain the following information:

- Release of information;
- Registration form(s);
- Paper-based assessment information;

- Exit with principal's signature for any student at the ages of 16 and 17; and,
- Original versions of any additional signed documents.

Attendance Logs
Sign-in and learning activity logs shall be completed on a daily basis. In the event a student discontinues attendance at classes without notice, the AE program shall attempt to reengage the student by appropriate forms of contact within two weeks of the last date of attendance.

Retention
Student folders shall be retained for a minimum of three (3) years in a secure area. In the event of a change in program management, the approved program will assume responsibility for maintaining the retention of student folders.

Continuing Students Into the Next Program Year
Many students continue to attend classes from one program year to the next (June 30th to July 1st). As long as there is not a 90 day gap in attendance, the following applies for continuing students:

- Students shall not be required to exit, re-enroll, or go through an intake process.
- Student demographic information must be updated.
- Programs must assign the appropriate class(es) for each student for the new program year in InTERS. This process will create a new site program record in InTERS.
- The student shall not be required to take a "new pretest." The program may choose to have the student sit for an assessment in accordance with the number of hours between assessments according to the Assessment Policy (DWD Policy 20XX-XX).
- The program may choose a new focus subject based on first test in the new program year, if a new focus subject is deemed necessary or beneficial.
- The student application date continues from the very first application date, assuming continuous enrollment (no exit)

Separation and Official Exit (Soft and Hard Exits)
If a student chooses to exit, the provider must record the date and reason for exit. Separation, or a soft exit, occurs when the student has not participated in the AE program for ninety (90) consecutive calendar days or if the student has notified the program of such separation. An official exit, or a hard exit, occurs when the student has achieved his/her goals and/or determines that s/he no longer needs Adult Education services.

Providers may re-enroll separated and officially exited students at any time. If a student soft exits, a new application and pretest is required. In the event of a hard exit, a program may choose to remove a hard exit date if 90 days has not elapsed since the time of exit. This would allow the program to use the same application date and most recent test data to continue the student's progress. If 90 days or more has elapsed since the time of a hard exit, a new application and pretest is required.

OWNERSHIP
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EFFECTIVE DATE
Immediately

ENDING DATE
Upon rescission

ACTION
Indiana's Adult Education system will follow the guidance contained in this policy.