**Adult Continuing Education**

**Ricardo Rivera, Director**



**REGISTRATION PROCESS**

**Guide students in completing each form accurately:**

* **(Form 1)**Orientation (make one copy for each student)
* **(Form 2)** Verification Form
* **(Form 3)** Emergency Card
* **(Form 4)** Enrollment Form- *immediately behind Form 4, attach copies of TX DL/ID, Visa, Matricula Consular, Passport, Address verification (if different from ID), Public Assistance, (if applicable) Minor Forms (if applicable) etc.\* Use Form* ***4A*** *for expired documents and Form* ***4B*** *for affidavit of residence.*
* **(Form 5**) Student Commitment Form
* **(Form 5a)** Student Handbook
* **(Form 6)** Photo/Media Consent and Release

**(Forms 1-6)**

**TESTING**

**GED**

Administer TABE Locator Tests (Reading/Language/Mathematics), then administer TABE Baseline tests. Document on Student Assessment Log (**Form 7** **Baseline**) and attach printout. Document results on label on front side of student folder and on ITEC Plan (Part 1).

**ESL & GED (Bil.)**

BEST Literacy Pre-Test Form to be completed independently by student ***in English, including the written section***. If the form is successfully completed, student is given the BEST Plus Literacy Test (Form D). Administer BEST Plus (Oral) and document results on Student Assessment Log (**Form 7** **Baseline**) and attach printout. Document results on label on front side of student folder and on ITEC Plan (Part 1).

**(Form 7)**

The student has successfully registered and is issued a schedule. File one copy of the schedule in student’s folder.

\* Students will be screened to determine eligibility for Integrated Education and Training (IET). **Form 8**

**(Form 8)**

**(Forms 9 & 10)**

**Prepare for Academic Success**

**On the students’ first day of class:**

* Collect copy of Student Schedule from each student
* Distribute Syllabus and review with students
* Set expectations and class rules/Student Commitment Form
* Inform students of DL software program eligible after 12 hours
* Explain Sign-In/Sign-Out process
* **\**(Form 9****)* Career Clusters Survey
* **\**(Form 10)***ITEC Plan (Part 1)

***\*to be completed each time a student enrolls in your class***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **1st Day** | **Adult Education and Literacy Programs and Activities under Title II of WIOA, the Adult Education and Family Literacy Act (AEFLA)** | **Progress****Testing** | **After Progress****Testing** |
| **IET** | ITEC Plan (1)&Career Cluster Survey | **GED** | Digital Literacy | Soft Skills | Financial Literacy | IntegratedCareerAwareness(ICA)Job Readiness |  ELCivics | Contextualized Instruction | Progress Test(after acquiring **40 hours**) | ITEC Plan (2) | Success Story  |
| **ESL** | Digital Literacy | Soft Skills | Financial Literacy | IntegratedCareerAwareness(ICA)Job Readiness | ELCivics | Progress Test(after acquiring **60** **hours**) |
| **ESL** | ITEC Plan (1)&Career Cluster Survey | ESL(Grammar) | Digital Literacy | BurlingtonEnglish(Distance Learning)*after 12 hours* | Financial Literacy | IntegratedCareerAwareness(ICA) | ELCivics | FamilyLiteracy | Progress Test(after acquiring **60 hours**) | ITEC Plan (2) | Success Story |
| **GED** | ITEC Plan (1)&Career Cluster Survey | Digital Literacy | GED | FinancialLiteracy | IntegratedCareerAwareness(ICA) | ELCivics | Progress Test(after acquiring **40 hours**) | ITEC Plan (2) | Success Story |

**Instructional Planning for all Students**

**GED (40 hours) / ESL (60 hours)**

**(Form 11 & 12)**

***All teachers are required to access TEAMS regularly to monitor students’ direct and proxy hour acquisition.***

**Note for ESL/(Bil.)GED:** If the student took only the Oral test (Baseline), student is progress-tested only on the Oral test. If the student was baselined on both (Oral and Lit), the student is progress-tested on both.

**PROGRESS-TESTING (GED)**

(Approximately the 4th week of class)

Progress-test **GED** students after acquiring **40** (direct/proxy) hours.

Complete **Form 11** –GED Students with 40 Contact Hours

**Document results on GED Student Assessment Log (Form 12-Progress) and attach printout and document results on ITEC Plan (Part 2).**

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**PROGRESS-TESTING (ESL)**

(Approximately the 5th week of class)

Progress-test **ESL** students after acquiring **60** (direct/proxy) hours.

*Use Form C of BEST Plus Literacy*

Complete **Form 11** –ESL Students with 60 Contact Hours

**Document results on ESL Student Assessment Log (Form 12-Progress) and attach printout and document results on ITEC Plan (Part 2).**

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If the student makes progress on the Progress Test(s):

* **(Form 13)** Complete ***ITEC Plan Part 2***
* **(Form 14)** Student writes and submits a ***Success Story***
* Complete **Student Survey**

***(File in students’ folders and document on the reverse side of the (Form 2-Verification Form).***

If the student ***does not*** make progress on the Progress Test(s):

* Progress-test after acquiring an additional 40 hours (GED) or 60 hours (ESL)

**(Form 15)** Planned Gap/Exit Form/Program Noncompletion-use this form for students:

\*Taking a leave of absence (select Planned Gap option)

\*Student will no longer be able to attend class (select Program Exit)

\*Student has not reported to class (select Program Noncompletion)

**(Form 13, 14 & 15)**

**ESL LEVELS**

|  |  |  |
| --- | --- | --- |
| **Beginning ESL Literacy****(ESL Level 1—all subjects)** | 88–361 | 0–20 (SPL[[1]](#footnote-1) 0–1) |
| **Low Beginning ESL****(ESL Level 2—all subjects)** | 362 | 21–52 (SPL 2) |
| **High Beginning ESL****(ESL Level 3—all subjects)** | 452 | 53–63 (SPL 3) |
| **Low Intermediate ESL****(ESL Level 4—all subjects)** | 453 | 64–67 (SPL 4) |
| **High Intermediate ESL****(ESL Level 5—all subjects)** | 524 | 68–75 (SPL 5) |
| **Advanced ESL****(ESL Level 6—all subjects)** | 525–564 (exit 565) and higher | 76–78 (SPL 6) |

Beginning Level

 Low & High Beginning Level

 Intermediate Level

 **Transitional Level to HSE/GED**

Students who have a level 52

 or higher must score less than

 525 in the **BEST Plus Literacy**)

 (Students who test out in both

 Oral and Lit DO NOT Qualify for

 ESL)

|  |  |  |  |
| --- | --- | --- | --- |
| ***NRS Educational Functioning Level for ABE/ASE Levels*** | ***TABE 11 & 12 Scale Scores*** | ***TABE 11 & 12 Scale Scores*** | ***TABE 11 & 12 Scale Scores*** |
|  **Beginning ABE Literacy****(ABE Level 1—all subjects)** | (Grade level 0–1):Reading: 300 | (Grade level 0–1):Mathematics: 300 | (Grade level 0–1):Language: 300 |
| **Beginning Basic Education****(ABE Level 2—all subjects)** | (Grade level 2–3):Reading: 500 | (Grade level 2–3):Mathematics: 495 | (Grade level 2–3):Language: 510 |
| **Low Intermediate Basic Education****(ABE Level 3—all subjects)** | (Grade level 4–5):Reading: 501 | (Grade level 4–5):Mathematics: 496 | (Grade level 4–5):Language: 511 |
| **High Intermediate Basic Education****(ABE Level 4—ELA)****and****Middle Intermediate Basic Education****(ABE Level 4—Mathematics)** | (Grade level 6–8):Reading: 575 | (Grade level 6–8):Mathematics: 595 | (Grade level 6–8):Language: 583 |
| **Low ASE****(ABE Level 5—ELA)****and****High Intermediate Basic Education****(ABE Level 5—Mathematics)** | (Grade level 9–10):Reading: 576–616 | (Grade level 9–10):Mathematics: 596–656 | (Grade level 9–10):Language: 584–630 |
| **R High ASE****(ABE Level 6—ELA)****and****ASE****(ABE Mathematics—Level 6)** | (Grade level 11–12):Reading: 617–800 | (Grade level 11–12):Mathematics: 657–800 | (Grade level 11–12):Language: 631–800 |

 GED/HSE LEVELS

Transitional Level GED/HSE

(Progress for this level students are GED/HSE certificate completion only)

Advanced ASE

Intermediate Basic

Beginning ABE Literacy

& Beginning

1. [↑](#footnote-ref-1)