

Connecticut State Department of Education

MEMORANDUM

Division of Teaching and Learning Programs and Services
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TO: Adult Education Directors
Federal Funded Grantees
Cooperating Eligible Entities

FROM: Paul Flinter, Chief
Bureau of Early Childhood, Career, and Adult Education

DATE: September 29, 2004

SUBJECT: Adult Education Operational Memorandum # 03-05

- Reminder and Note for Fall Policy Forum
- Local Internal Profile Now Available

Fall Policy Forum – October 1, 2004

This is to remind you that the fall Statewide Policy Forum will be held at the Four Points Sheraton, 275 Research Parkway in Meriden. Sign in and coffee will be from 8:30 am to 9:00 am. The forum will begin **sharply** at 9:00 am. A continental breakfast and buffet lunch will be available.

The morning session is designed for **both** Directors, and Program Facilitators. The meeting will begin with brief remarks from CAACE and ATDN as well as an update about the VERA Campaign. The balance of the morning will be devoted to sharing and discussing the Internal Profile and the implications for program improvement and accountability. Other agenda items will be addressed in a future Operational Memorandum.

The afternoon will consist of two concurrent sessions: one for Program Facilitators and one for providers of “Transition to Postsecondary Education” programs. People not involved in either session are free to leave.

Local Internal Profile Now Available

We are pleased to inform you that the local adult education Internal Profile report is now available on the Connecticut Adult Reporting System (CARS) Web site (under Reports No: 18). This comprehensive report provides summary information on enrollments, demographics, performance, and more. A glossary of the data elements in the report is also posted online. This

report will be available beginning with the 2004 Fiscal Year and each provider will have access to its own profile. A formal presentation of this profile report will be made at the Statewide Policy Forum. Programs are encouraged to review the report and the glossary prior to the meeting.

This report will be available year round and data will be updated weekly each Sunday. As a result, the information in this report for FY 05 will change during the year as more data is entered. Data will also vary based upon the filtering criteria applied. All students with at least 12 hours of attendance are included in the profile.

We are appreciative of the work of the CARS Advisory Board and their program directors for providing valuable feedback and suggestions in the creation of this report. Discussions about an external program profile for public dissemination will begin shortly. If you have any questions about accessing this report, please contact the CARS Helpdesk at (860) 627-4543 or email ewhelpdesk@ca.com. For other questions, please contact Ajit Gopalakrishnan at ajit.gopalakrishnan@po.state.ct.us

Thank you. We are looking forward to seeing you on Friday.

Cc: Adult Education Unit
Data Administrators and Data Entry Staff
Computer Associates Staff