

CONNECTICUT STATE DEPARTMENT OF EDUCATION
25 Industrial Park Road, Middletown Connecticut 06457
Adult Education
Program Compliance and Quality Review (PCQR)

STATUTORY ATTESTATION FORM

YEAR: _____

District Name:	District Code:
Program Director Name:	Telephone Number:
Person Completing Statutory Attestation:	Title:
Signature of Program Director:	Date Signed:

Statutory Authority Connecticut General Statutes (C.G.S.)	Requirements	Documentation	School District Compliance		
			<i>Yes</i>	<i>No</i>	
1. C.G.S. Section 10-69 (a) C.G.S. Section 10-67 (1) C.G.S. Section 10-69 (a)	<p>The district has established and maintained a program of adult* classes or provides for participation through a cooperative arrangement.</p> <p>*Adult means any person 17 years of age or over who is not enrolled in a public elementary or secondary school program or a student enrolled in school assigned to an adult class pursuant to sections 10-233d or 10-73d</p> <p>Instruction is provided in:</p> <ul style="list-style-type: none"> Americanization/U.S. citizenship English as a second language Elementary school completion Secondary school completion 	<p>ED-244 Adult Education Grant Application</p> <p>Board Policy on Adult Education</p> <p>ED-244 Adult Education Grant Application</p> <p>Program brochures</p> <p>Advertisements</p> <p>Class scheduling</p> <p>MIS Data</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

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			<i>Yes</i>	<i>No</i>	
3. C.G.S. Section 10-69 (b)	District provides certified counseling staff to assist adult education students with educational and career counseling.	Certification documents Counselor work schedule	_____ _____	_____ _____	_____ _____
4. C.G.S. Section 10-69 (c) 1	District provides credits for experiential learning.	Student records/files/transcripts Student handbook Program rules, policies, procedures handbook	_____ _____ _____	_____ _____ _____	_____ _____ _____

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			<i>Yes</i>	<i>No</i>	
5. C.G.S. Section 10-69 (c) 2	District provides credit for successful completion of courses at state accredited institutions.	Student records/files/transcripts MIS Data	_____	_____	_____
6. C.G.S. Section 10-69 (c) 3	District provides for not more than six credits for satisfactory performance on subject matter tests demonstrating prior learning competencies.	Student records/files/transcripts	_____	_____	_____

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7. C.G.S. Section 10-69 (c) 4	District provides for not more than three credits for independent study projects, provided that not more than one such credit shall be applied per subject area required per subsection (b) of this section.	Student record/transcripts MIS Data	____	____	____
8. C.G.S. Section 10-70	District provides rooms and other facilities for adult classes and activities. District employs necessary personnel for the adult classes and activities.	Class scheduling MIS Data Staff lists with classes taught Copies of staff certification documents	____	____	____

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9. C.G.S. Section 10-5 (a)	Counseling of available High School Completion Options	GED Registration Site Agreement Program brochures Student handbook Other printed materials	____	____	____
10. C.G.S. Section 10-5 (a) C.G.S. Section 10-5 (d)	Access to GED test is available to persons 17 years of age, officially withdrawn from school for at least six months. Money received from GED test registration must be deposited into school activity fund account and expended to defray costs of testing, related administration and information.	Official withdrawal form from last school attended GED Diploma Payment Form Evidence of Deposits to Activity Fund	____	____	____

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11. C.G.S. Section 10-73a (a) C.G.S. Section 10-73a (c)	District does not charge students for tuition, registration fees, books or materials for activities pursuant to C.G.S. Section 10-69.	Student handbook Program brochure Program rules, policies and procedures handbook	_____ _____ _____	_____ _____ _____	_____ _____ _____
12. C.G. S. Section 10-184 Effective July 1, 2011	District ensures that students under 18 years of age have officially withdrawn from school. District ensures that only students 17 years of age have officially withdrawn from school. District has provided information on the educational options available in the school system and in the community	Official school withdrawal and option form signed by parent or person having control of child under 18 years of age. Official school withdrawal and option form signed by the parent or person having control of a child 17 years of age. Form includes attestation from school administrator or guidance counselor.	_____ _____	_____ _____	_____ _____

Submit two copies of the Statutory Attestation (one with original signature). Be sure to retain a copy.

