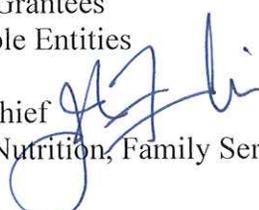




STATE OF CONNECTICUT  
STATE DEPARTMENT OF EDUCATION



**TO:** Adult Education Directors  
Federally Funded Grantees  
Cooperating Eligible Entities

**FROM:** John Frassinelli, Chief   
Bureau of Health/Nutrition, Family Services and Adult Education

**DATE:** September 9, 2013

**SUBJECT:** Adult Education Operational Memorandum # 01-14

- Statewide Policy Forum, Friday September 27, 2013
- FY 2013-14 Adult Education Directory Information Form
- FY 2013-14 Adult Education State Grant Information
- FY 2012-13 Adult Education Statement of Expenditure Report
- Federal Program Improvement Project (PIP) Grants
- National External Diploma (NEDP)
- General Educational Development (GED)
- Writing Assessment Results
- Professional Development
- Summary of Legislation Enacted in the 2013 Regular Session

**Statewide Policy Forum, Friday, September 27, 2013**

The first policy forum for Fiscal Year 2013-14 will be held **on Friday, September 27, 2013**, from 9:00 a.m. to 12 noon at the Courtyard by Marriott, 4 Sebethe Drive, Cromwell, CT 06416. Directions are available at [www.marriott.com/hotels/maps/directions/bdlhc](http://www.marriott.com/hotels/maps/directions/bdlhc). Directors are encouraged to bring at least one Program Facilitator to the forum. Refreshments will be provided.

The statewide meeting for Program Facilitators only will be held in the afternoon of September 27, 2013, from 1:30 to 4:00 p.m. at the same location. Any important or critical updates relative to the Connecticut Competency System (CCS) will be discussed at this meeting. Facilitators who will also attend the policy forum must note that lunch will not be provided and no afternoon refreshments will be provided.

- **Regional Program Facilitator Meetings have been scheduled for the following dates:**
  - October 24, 2013; October 25, 2013; November 7, 2013; and November 8, 2013.

### **FY 2013-14 Adult Education Directory Information Form**

The Adult Education Directory Information Form is being emailed separately to adult education directors. Please complete this form thoroughly and **return it via e-mail** to Gina Hoag at [gina.hoag@ct.gov](mailto:gina.hoag@ct.gov) no later than **Friday, October 4, 2013**. All **state and federal** grant providers are required to complete the Directory Information Form. If you have any questions please contact Valerie Marino at [valerie.marino@ct.gov](mailto:valerie.marino@ct.gov) or at 860-807-2130.

### **FY 2012-13 Adult Education State Grant Statement of Expenditure Report**

The FY 2012-13 Statement of Expenditure Report (ED-141) for the Adult Education State Grant was due to the Division of Finance and Internal Operations on **September 3, 2013**. The ED-141 is required for every school district that received adult education state funds whether as a provider, a cooperator or a Cooperating Eligible Entity (CEE). The ED-141 is an electronic submission and is usually completed by someone in your district's business office. The ED-141 should reflect those line item expenditure amounts requested in the Adult Education State Grant Revision forms (ED-245 and ED-245A). Be sure that you have discussed the data required for submission with your business office and that the Adult Education ED-141 has been submitted.

### **FY 2013-14 Adult Education State Grant Information**

The CSDE distributed an August payment to districts whose Adult Education State Grant award is at least \$1,500 for the year. The August payment represents two-thirds of the state grant award. State grant entitlement is calculated based upon the estimated expenditures reported in the Adult Education Grant Application Form ED-244 and the Supplemental Grant Application Form ED-244A and factors in any cap on adult education state grant funds relative to the appropriation.

### **Federal Program Improvement Project (PIP) Grants**

The FY 2013 PIP End of Year Report is due to the Bureau of Health/Nutrition, Family Services and Adult Education on or before **September 13, 2013**. **A separate report must be completed for each project funded**. Be sure to submit **two** stapled, typed copies (one with original signature) along with a copy of your program's FY 2013 Program Profile report from the Connecticut Adult Reporting System (CARS).

### **National External Diploma Program (NEDP)**

As of July 1, 2013, all new NEDP clients will be enrolled in the Web-based NEDP. Any adult learner who has already begun the paper/pencil assessment part of the program in 2013 may complete the assessment via paper/pencil. A revised NEDP Site Agreement will be sent to adult education directors before the annual NEDP meeting. The annual NEDP meeting for adult education directors will be held at CSDE on October 4, 2013, at 9:30 am. Stacey Downey, the CASAS NEDP Director, will be at the annual meeting to present updates on the new program.

## GED® Update

This is an interesting and challenging time in GED® Testing as we close out the 2002 GED® Test and prepare for the new GED® Test that will launch in 2014. The GED® Testing Service is currently analyzing the test performance data from the standardization study that was conducted this summer with current high school graduates and will make a recommendation on the passing standards for a high school equivalency cut score based on this study. The study data will be correlated to the GED Ready™ Official Practice Test (OPT) to be released on November 25 in English and in Spanish. The OPT, delivered on computer, simulates the actual test and will provide information on an individual's readiness.

The GED Testing Service Website will convert to MyGED™ Portal in late November. The portal will provide easy access to information for students, improve ease of registration and scheduling and provide more feedback to students, educators and administrators to improve learner outcomes. The portal will also house GED Analytics™, which will provide access to data about the testing program both locally, regionally and statewide. This tool will allow for the creation and generation of reports on demand. MyGED™ Portal will provide unprecedented access to information and materials to help students prepare, perform and progress toward their goals and provide educators with the resources to assist adult education students and test takers to achieve success on the GED® Test and beyond.

A Few Connecticut Statistics:

<b>Number of CBT graduates</b>	<b>25</b>
<b>Number of sub-tests administered</b>	<b>124</b>
<b>Number of CBT sites</b>	<b>7</b>

## Writing Assessment Results

As always, all programs must declare to CSDE how they will be scoring their writing samples for the coming year 2013-2014. Please report to Susan Pierson no later than **September 13, 2013**, whether you are scoring your samples at your program or using the ATDN Scoring Service for formal reporting purposes. The Functional Writing Assessment requires a Local Test Security and Administration Agreement signed by anyone in your program who will administer the test. This form can be found at [www.crec.org/atdn](http://www.crec.org/atdn). If you have any questions regarding writing assessment, please contact Susan Pierson at [susan.pierson@ct.gov](mailto:susan.pierson@ct.gov).

## Professional Development

In April 2013, the Office of Vocational and Adult Education (OVAE) released the *College and Career Readiness (CCR) Standards* for Adult Education. The new GED test and the new NEDP assessment have been aligned with these standards. Professional development regarding standards-based education will be a major initiative this program year. An introduction and overview of the CCR standards was presented in August at the ATDN Summer Institute. The College and Career Readiness Standards for Adult Education can be found at <http://lincs.ed.gov/publications/pdf/CCRStandardsAdultEd.pdf>.

### **Summary of Legislation Enacted in the 2013 Regular Session**

On August 13, 2013, the Commissioner of Education released to the Connecticut School Superintendents a summary of all legislation that was enacted during the 2013 legislative session. This circular letter C-2 can be found on the CSDE Web site at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2615&Q=334986>.

Thank you.