



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



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

**FROM:** Paul F. Flinter, Chief  
Bureau of Health/Nutrition, Family Services and Adult Education

**DATE:** January 11, 2008

**SUBJECT:** Adult Education Operational Memorandum # 02-08

- Statewide Policy Forum, January 18, 2008
- Legislation from the 2007 Sessions of the Connecticut General Assembly
- Performance Targets for Fiscal Year 2007-08
- FY 2008-09 Preliminary Adult Education Support Percentages
- FY 2007-08 Adult Education Grant Application Revision- Forms ED-245 and ED-245A
- State Assigned Student Identification (SASID)
- National External Diploma Program Information Session
- Connecticut Adult Education Web Site
- Family Learning Curriculum Connections
- Connecticut Participation in VERA Campaign
- Change Agent Call for Adult Education Student Artists
- PTA Goes to Work

### **Statewide Policy Forum, January 18, 2008**

The second policy forum for Fiscal Year 2007-08 will be held on Friday, January 18 from 9:00 A.M to 12:00 noon at the Holiday Inn in North Haven. For directions, please visit <http://www.crec.org/cetes/atdn/directions/holidayinnnh.php>. Directors are encouraged to bring at least one Program Facilitator to the forum. In the event of delays/cancellations due to the weather, please call 860-807-2125 after 7:00 A.M. on the morning of the 18<sup>th</sup> and listen to the voice mail message for the latest updates.

### **Legislation from the 2007 Session of the Connecticut General Assembly**

During the 2007 session of the Connecticut General Assembly, several actions occurred that will have an impact on adult education.

1. Public Act 07-1 increased the state appropriation for adult education for 2007-08 and 2008-09 by \$1 million to \$20,596,400.

2. Public Act 07-3, An Act Implementing the Provisions of the Budget Concerning Education, provides that a committee shall be formed to study high school graduation requirements including, but not limited to, the total number of credits required for graduation, the number of credits required in each discipline, the means of acquiring credits and the use of an appropriate examination or other assessments measuring the competencies needed to earn a high school diploma. It is expected that this committee will report on the study to the Governor and the General Assembly no later than January 15, 2008. (Sec. 34, effective July 1, 2007).
3. Public Act 07-236, An Act Expanding Connecticut's Film Industry, provides that the Office of Workforce Competitiveness, in consultation with the Commissioner of Education and others, is to establish a program to develop a trained **workforce for the film industry** in the state. The program is to include an unpaid intern training program for high school and college students, a production assistant training program and a workforce training program to include classroom training, onset training and a mentor program (Sec. 6, effective July 1, 2007).

### **Performance Targets for Fiscal Year 2007-08**

The U.S. Department of Education has approved Connecticut adult education's State Plan extension for Fiscal Year 2007-08. This plan includes adult education's performance targets for the federal core indicators of performance and can be downloaded from <http://www.sde.ct.gov/sde/lib/sde/pdf/deps/adult/accountability/stateplan2008.pdf>.

### **FY 2008-09 Preliminary Adult Education Support Percentages**

The Adult Education Preliminary Support Percentages for FY 2008-09 are now available on the Adult Education website. These percentages are based on current law and are considered preliminary in nature until approval by the General Assembly. The RESC support percentages are based upon the FY 2007-08 membership and may be subject to change. If you have any questions or concerns please contact Valerie Marino at (860) 807-2130 or [valerie.marino@ct.gov](mailto:valerie.marino@ct.gov).

### **FY 2007-08 Adult Education Grant Application Revision- Forms ED-245 and ED-245A**

The Adult Education Grant Revision Application, form ED-245, and the Supplemental Application, form ED-245A, for FY 2007-2008 will be due to the Bureau of Health/Nutrition, Family Services and Adult Education not later than **March 17, 2008**. These forms are available on the Adult Education website. The **Budget Revision Form (ED-114)**, a required component of the ED-245 and ED-245A submissions, is **not** available on the website. A hard copy of the ED-114 will be mailed to all provider superintendents, adult education directors, and CEE agency heads. Please be sure to include the approved Budget form, ED-114, and a copy of the current FY 2008 Program Profile with the ED-245 and ED-245A submissions.

## **State Assigned Student Identification (SASID)**

The Commissioner's Circular Letter C-10 from 2006-07 required that individuals who are between the ages of sixteen and eighteen, inclusive, and enter adult education for the first time should have their 10-digit state assigned student identification (SASID) number entered into the Connecticut Adult Reporting System (CARS). To assist with procuring SASID numbers for more new entrants, the Department is attaching the local school district contact persons for the Public School Information System (PSIS). Please note that the contact person from one school district can procure the SASID number for any student in any school district.

The Connecticut Adult Reporting System (CARS) data verify error for SASID has been updated and split into two errors:

1. E(182) – Missing SASID: This error will be generated for all new students on or after July 1, 2007, if **all** the following conditions are satisfied:
  - a. The student is between the ages of 16 and 18, inclusive;
  - b. The student last attended a Connecticut public high school (or “Other” or “Other-Instate”); and
  - c. The Secondary ID type is **not set** to SASID.
2. E(183) – Invalid SASID: This error will be generated for student records where the secondary ID type is “SASID” but the number entered is not 10 digits or contains non-numeric characters.

Please remember to select the correct “last high school attended”. For a vast majority of ESL students, the last high school will be “Other-Foreign Country”; therefore, E(182) will not be generated. Please also remember **not** to enter fictitious 10-digit numbers simply to negate the error.

## **National External Diploma Program Information Session**

As you are planning your budget for 2008-09, please consider adding The National External Diploma Program (NEDP) to your high school completion offerings. The program allows adults to demonstrate their high school level skills by applying their life experiences in real-life situations. NEDP is not a traditional instructional program. Instead, it provides the opportunity for participants to demonstrate their skills and knowledge. Because NEDP participants are adults, the program structure offers considerable flexibility. Participants complete parts of the program at home and the other parts in a series of meetings on site with a trained NEDP advisor and assessor. The NEDP is designed for the mature adult, the advanced ESL student, and/or the student who has high test anxiety.

If you want to learn more about NEDP in Connecticut, please attend an information session on January 25th at 1:30 P.M. at the Department of Education, 25 Industrial Park Rd., Middletown, CT. Please RSVP to Gina Hoag at 860-807-2117 or [gina.hoag@ct.gov](mailto:gina.hoag@ct.gov).

### **Connecticut Adult Education Web Site**

The adult education Web site, [www.ct.gov/sde](http://www.ct.gov/sde), has been updated. The FY 2007-08 policy manuals for the Connecticut Competency System (CCS) and the Connecticut Adult Reporting System (CARS) are available online (click on Adult Education → Policies and Procedures → Assessment & Accountability). An updated provider directory has also been posted to this site.

### **Family Learning Curriculum Connections**

In late November, the Department, through the Capitol Region Education Council/Adult Training and Development Network, issued a solicitation for a second round of applications to select ten (10) school district teams to participate in the project called Family Learning Curriculum Connections. This project will provide an opportunity for adult education programs and elementary schools to partner and support family engagement in children’s learning.

The goal of this project is to assist parents in supporting the learning expectations of their children in kindergarten, first or second grade. Adult and elementary educators will partner to develop home learning activities that align with the Connecticut language arts/writing standards (K-2) and adult education Comprehensive Adult Student Assessment System (CASAS) competencies. Applications submitted by accountability districts with schools in need of improvement were given special consideration in the process.

Adult education programs in the following districts, along with their partnering elementary school have been selected to receive these mini-grants:

<b>Adult Education Program</b>	<b>Elementary School Partner – Grade</b>
Hartford Adult Education	Naylor School – Grade 2
Waterbury Adult Education	Wilson School – Kindergarten
West Hartford Adult Education	Charter Oak Academy – Grade 2
Middletown Adult Education	Farm Hill – Kindergarten
Vernon Regional Adult Education	Manchester - Washington School – Grade 1
	Vernon - Maple St. School – Grade 1
Education Connection – Foothills	Torrington - Vogel-Wetmore School – Kindergarten
Stamford Adult Education	International School @Rogers Magnet – Grade 1
East Shore Regional Adult Education	Clinton – Joel School – Grade 1
Meriden Adult Education	Hooker School-Grade 1
New London Adult Education	Harbor School-Kindergarten

### **Connecticut Participation in VERA Campaign**

Voter Education, Registration, and Action campaign (VERA 08) is a non-partisan effort aimed at adult learners and program staff in the New England states. Its goal is to educate adult learners about voting and election issues, and mobilize eligible learners to vote in the 2008 elections. VERA is sponsored by the New England Literacy Resource Center (NELRC).

Mary Berry, Director of Norwich Adult Education, is the VERA Coordinator for Connecticut this year and will make a brief presentation at the January 18 Policy Forum. Each Director is asked to identify someone from their local program to be the VERA contact person. The 2008 elections offer a teachable moment with high stakes outcomes for adult learners in the United States. Please try and involve your staff in helping to create avenues for students to explore advocacy and civic participation.

### **Change Agent Call for Adult Education Student Artists**

Do you have adult education students who are artists, illustrators, cartoonists, graffiti artists, computer graphic artists or calligraphers? The “*Change Agent*” magazine, a publication of the NELRC, is looking for artwork, illustrations, and innovative designs from students to accompany articles in upcoming issues. The Department urges you to encourage students to submit their artwork to the “*Change Agent*”. For more information, please contact Cynthia Peters at [cpeters@worlded.org](mailto:cpeters@worlded.org) or 617-482-9485.

### **PTA Goes to Work**

The National Parent Teacher Association, in partnership with the Employment and Training Administration of the U.S. Department of Labor, have launched the PTA Goes to Work Campaign, and produced both an Internet site and PTA Career Planning Toolkit. The Web site, [www.pta.org/goestowork](http://www.pta.org/goestowork), offers links and resources to information about the growing industries and career opportunities in the 21<sup>st</sup> Century economy.

Thank you.