



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 4, 2010

SUBJECT: Adult Education Operational Memorandum # 02-10

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Happy New Year! I hope that this has been a good holiday season for you and your family.

Statewide Policy Forum, January 15, 2010

The second policy forum for Fiscal Year 2009-10 will be held on Friday, January 15 from 9:00 a.m. to 12:00 noon at the **Crowne Plaza Hotel, 100 Berlin Road, Cromwell, CT 06416**. Please visit <http://www.ichotelsgroup.com/h/d/cp/1/en/hotel/CMLCT/transportation?start=1> for driving directions. 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 15th and listen to the voice mail message for the latest updates.

New Legislation Raises Minimum Age for Dropout

On October 1, 2009, the General Assembly passed the education implementer bill, [Public Act 09-06](#), which was signed by the Governor on October 5, 2009. Section 53 of this bill raises the age at which a parent or guardian may provide consent for a child to withdraw from school from sixteen to seventeen years of age, beginning with the school year commencing July 1, 2011. Such parent or guardian must appear in person and sign a withdrawal form that additionally shall include an attestation from a guidance counselor or school administrator of the school that such school district has provided such parent or guardian with information on the educational options available in the school system and in the community. This new provision amends section 10-184 of the Connecticut General Statutes (C.G.S).

Therefore, effective July 1, 2011, a student who is sixteen years of age may not be admitted into any adult education program in Connecticut that receives any funding from the Connecticut State Department of Education (CSDE).

Withdrawal Forms

It has come to the CSDE's attention that in some instances, the withdrawal form on file at the adult education program for students who are sixteen or seventeen years of age does not conform to the requirements outlined in current law C.G.S. Sec. 10-184. While the burden to revise a district's withdrawal form should not rest with its adult education program, it is the responsibility of the adult education program to accept a sixteen or seventeen year old student only if the withdrawal form conforms to the requirements of State Statutes. Most importantly, the form should clearly indicate that it is a withdrawal form from public school and must include the name and age of the student, the date of withdrawal and the signature of the parent/guardian.

Please note that a withdrawal form is required for a student under 18 years of age who enrolls in any of the state mandated adult education instructional areas i.e. adult basic education, secondary school completion, English-as-a-Second Language and Citizenship preparation.

Withdrawal forms executed in another U.S. State or in a foreign country are not acceptable in Connecticut. In those instances, the parent must be advised to go to the high school or district office, discuss the educational options available to their child and then make an informed decision to withdraw their child from the comprehensive public school.

Moreover, for learners who are 18 years of age, the CSDE requires as a matter of policy that an official withdrawal form be submitted before enrolling in the adult education program. This withdrawal form does not require parental signature and can be executed by the student.

In all instances, the withdrawal form should not be executed at the adult education program.

Governor's Executive Order No. 35

On November 25, 2009, Governor M. Jodi Rell signed Executive Order #35 to take effect immediately. The Order acknowledges that the adult literacy Strategic Plan developed by the Adult Literacy Leadership Board warrants serious attention to address improved opportunities for coordination and planning, performance accountability, system pathways, resources, advocacy and leadership. The first of six directives states that the Connecticut Employment and Training Commission (CETC) will guide and monitor preparation of Connecticut's State Plan for Adult Education and Family Literacy that is required under Title II of the federal Workforce Investment Act and will advise the Governor on endorsing the plan for formal submission to the United States Department of Education. This Executive Order can be accessed at <http://www.ct.gov/governorrell/cwp/view.asp?A=1719&Q=451606>.

FY 2010-11 Preliminary Adult Education Support Percentages

The Adult Education Preliminary Support Percentages for fiscal year 2010-11 are now available on the Adult Education Web site, www.ct.gov/sde (click on Adult Education → Legislation and Funding → State Grants). 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 2009-10 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.

FY 2009-10 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 2009-10 will be due to the Bureau of Health/Nutrition, Family Services and Adult Education not later than **March 15, 2010**. These forms are available on the Adult Education Web site, www.ct.gov/sde (click on Adult Education → Legislation and Funding → State Grants). Please be sure to include the Budget Revision form, ED-114 and a copy of the current FY 2010 Program Profile with the ED-245 and ED-245A submissions.

Program Improvement Projects Mid-Year Report and Budget Revision

Recipients of Federal Program Improvement Projects (PIP) are required to complete a mid-year self-monitoring report. Any necessary budget revisions must be submitted at this time. PIP grant recipients will be receiving a hard copy of their original comprehensive budget (ED-114) and, if applicable, an EL/Civics budget (ED 114) form. These reports and forms will be sent to program directors by early January. All reports and budget revisions will be due by February 16, 2010 by the end of the business day.

General Educational Development (GED) 5th Edition Plans Altered

The GED Testing Service (GEDTS) of the American Council on Education announced recently that it will not introduce the 5th Edition of the GED Tests on January 1, 2012. Instead, the GEDTS is working on a new, more comprehensive assessment program, GED 20/20, that it plans to align with the emerging Common Core national content standards introduced by the National Governor's Association and the Council of Chief State School Officers.

While the GEDTS has not announced a release date for a new test series as part of this program, please note that States can institute additional requirements:

- States can establish a maximum time-period (e.g. three years) within which an individual must pass the entire GED exam.
- States can also establish pass standards that exceed the minimum passing standard set by the GEDTS.

Connecticut currently does not have such additional requirements within the 2002 series. The CSDE could examine these options and, with sufficient notice, establish such criteria even though there will not be a new test series in 2012. While no decision has been made yet, these

possibilities exist and examinees should be advised to not delay their efforts to complete the test battery and pass the GED tests.

Connecticut Adult Reporting System Training

Some programs have changes in data entry staff. Therefore, the CSDE, in partnership with Computer Associates, is offering training for new users of the Connecticut Adult Reporting System (CARS) on Friday, January 22, 2010 from 9:00 a.m. to 1:00 p.m. at the CSDE offices in Middletown, CT.

If you would like to register one of your staff members to attend this training, please email Gina Hoag at gina.hoag@ct.gov by January 18, 2009 with the name and email address of the staff person. Directions to the CSDE offices in Middletown are available at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2683&Q=321768>.

Thank you.