



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:** June 3, 2010

**SUBJECT:** Adult Education Operational Memorandum # 03-10

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### **Statewide Policy Forum, June 11, 2010**

The last policy forum for Fiscal Year 2009-10 will be held on Friday, June 11, 2010, from 9:00 a.m. to 12:00 p.m. 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.

Please bring a copy of the profile report for the past year (i.e. 2008-09) **and** the most updated profile report for the current year (i.e. 2009-10). All other handouts for the meeting will be posted online by noon on Wednesday, June 9, 2010, at <http://www.ct.gov/sde> (Click on Adult Education → Policies and Procedures → Meeting Handouts). Please download these handouts prior to the policy forum. **No copies of handouts will be distributed at the policy forum.**

### **Adult Education State Grant Summary Reports**

Adult Education Summary Report Form ED-241 and Adult Education Summary Report-Cooperating Eligible Entity Form ED-241A for FY 2009-10 will be available online the second week of June at <http://www.ct.gov/sde> (click on Adult Education → Legislation and Funding → State Grants). Two typed copies (one with original signature[s]) of the ED-241 and ED-241A must be submitted to the Bureau of Health/Nutrition, Family Services and Adult Education on or

before **September 1, 2010**. Be sure to include with the ED-241 and ED-241A submission, a copy of the program's most recent brochure and the Program Profile for 2010.

The Statement of Expenditure Report (ED-141) must be submitted to the Division of Finance and Internal Operations by September 1, 2010. The ED-141 is required for every school district that received adult education funds whether as a provider, a cooperator or a CEE. The ED-141 is an electronic submission and is usually completed by someone in your district's business office. Therefore, please be sure that you discuss with your business office the data required for submission. The ED-141 should reflect those line item amounts requested in the Adult Education State Grant Revision forms (ED-245 and ED-245A).

### **Adult Education State Grant Final Grant Award Letters**

Final Grant Award Notifications and Budgets (ED-114) for FY 2009-10 are scheduled to be mailed to all school district superintendents, providers and cooperating eligible entity agency heads the week of June 14, 2010. It is important to remember that the Grant Award Letters reflect a district's state grant allocation/entitlement for FY 2009-10. The final May payment received by districts is predicated upon adult education expenditure adjustments from the prior year (FY 2008-09).

### **Connecticut Adult Report System (CARS)**

#### Data Entry Deadline

As outlined in the CARS policy manual, all data entry for the fiscal year 2009-10 that includes information relative to learner demographics, entry status, reasons enrolled, enrollments, attendance, achievements, credits earned, credits transferred and all appraisal and pre-post assessments must be entered in CARS by July 23, 2010. The CARS system will be locked and no data entry for fiscal year 2009-10 will be possible after July 23, 2010.

To ensure the completeness of the data, it is recommended that program administrators compare the Program Profile report (see the CARS Web site under the "Reports" menu) for 2009-10 with the same report from the prior year. If the data appear incomplete, then class-level reports within CARS can provide insights into data that may not have been entered.

Programs must also use the "data verify" feature on the CARS Web site to ensure that their data are error free. Remember, "warnings" indicate data anomalies and may require corrective action while "errors" must be corrected unless indicated in writing by the Connecticut State Department of Education (CSDE).

#### Profile Report for FY 2009-10

The Program Information section of the profile report for 2009-10 that is available through the CARS Website has been updated. Please check the information pertaining to the director, the cooperating districts and the total grants funds to ensure that the data are accurate. Please email the CARS helpdesk at [ewhelpdesk@ca.com](mailto:ewhelpdesk@ca.com) with any corrections.

### CARS Training for 2010-11

Training for new and experienced CARS users will be held on the following dates:

- Experienced Users “Virtual” Training
  - August 31, 2010, 12:00 p.m. – 2:00 p.m.
  - September 21, 2010, 12:00 p.m. – 2:00 p.m.
- New Users Hands-on Training (*Space is limited. Please register one participant per provider.*)
  - September 14, 2010, 9:00 a.m. – 1:00 p.m., CSDE, Middletown ([directions](#))

Please register online at <http://www.surveymonkey.com/s/5YK9G6K> by Thursday, August 26, 2010. Critical information about data collection policies and practices are conveyed at these sessions. The CSDE expects that at least one person from each adult education program will attend one of the training opportunities.

### **Writing Assessment Results**

Adult education programs that utilize the ATDN Scoring Service to formally score pre-post writing assessments for reporting purposes should pick up those results from ATDN at the Statewide Policy Forum on June 11, 2010, **and** enter those writing assessment results in CARS by July 23, 2010.

### **Professional Development Stipend**

Once again, the CSDE will make stipends available for intensive professional development activities. All adult education providers receiving grant funds through the CSDE are eligible to apply for stipends for staff participation in professional development offerings in the following areas: Student Achievement in Reading, Connecticut Adult Numeracy and Mathematics Institute, English as a Second Language, Learning Disabilities and Writing. Stipends will be paid directly to the adult education program to provide reimbursement for teacher pay or substitute costs. The application will be distributed within the next few weeks and will be due to the Adult Training and Development Network (ATDN) by September 24, 2010.

### **Adult High School Credit Diploma Teachers Certification Endorsement**

In compliance with policy changes being implemented by the Bureau of Educator Standards and Certification, **effective September 1, 2010, all full-time and part-time teachers** providing instruction in the Adult High School Credit Diploma Program (AHSCDP) **will be required to hold endorsement #106- High School Credit Diploma Program in addition to any currently held secondary or special subject endorsement.** Endorsement #106 will be issued at **no cost** to any AHSCDP teacher employed prior to September 1, 2010, who does not already hold this endorsement. Individuals employed after September 1, 2010, will need to apply directly to the Bureau of Educator Standards and Certification for endorsement #106. Please do not hesitate to contact Valerie Marino at 860-807-2130 or at [valerie.marino@ct.gov](mailto:valerie.marino@ct.gov) if you have any questions.

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

The Comprehensive Adult Student Assessment System (CASAS) will send invoices for NEDP site fees directly to the program director. The fee for fiscal year 2010-11 is \$850. Training for NEW NEDP Advisor/Assessors will be held at New Haven Adult Education on August 16, 17, and 19, 2010, from 9:00 a.m. to 4:00 p.m. Due to limited resources, this training will be held at this time only. Please plan accordingly.

The National External Diploma Program Council (NEDPC) biannual conference will be held in Hartford, CT, September 19-21, 2010, at the Crowne Plaza Hotel. For the first time ever, CEUs will be provided to Connecticut participants. Our thanks to the Connecticut Association for Adult and Continuing Education (CAACE) for this service. Registrations are currently being taken. For more information, go to [www.nedpc.net](http://www.nedpc.net).

### **Statewide Policy Forums and Program Facilitator Meeting for 2010-11**

For Fiscal Year 2010-11, the CSDE will hold Statewide Policy Forums at the Four Points Sheraton, 275 Research Parkway, Meriden on the following dates from 9:00 a.m. to 12:00 p.m.:

- **Thursday**, September 16, 2010
- Friday, January 21, 2011
- Friday, June 10, 2011

The statewide meeting for Program Facilitators only will be held in the afternoon of September 16, 2010, from 1:00 p.m. to 4:00 p.m. Critical CCS updates will be discussed at this meeting. Program Facilitators are encouraged to attend the Statewide Policy Forum on the morning of September 16, 2010. Facilitators who will also attend the policy forum must note that lunch will not be provided.

### **GED® Profiles of Success**

The General Educational Development (GED) Testing Service (GEDTS) is starting a campaign to collect and broadcast success stories of GED graduates. The goal of this effort is to encourage prospective test-takers to take the GED Tests or persist with their learning by presenting them with profiles of people like them who succeeded after taking the GED Tests and earning their diploma. GEDTS is encouraging the submission of brief video profiles though they will also accept text profiles. Adult education programs interested in participating in this effort will need to assist graduates to create a brief biographical video. For more information, please contact Ajit Gopalakrishnan at [ajit.gopalakrishnan@ct.gov](mailto:ajit.gopalakrishnan@ct.gov) or 860-807-2125.

Thank you.