



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, 2011

SUBJECT: Adult Education Operational Memorandum # 03-11

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- 2011-12 Professional Development Application
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Statewide Policy Forum, June 10, 2011

The last policy forum for Fiscal Year 2010-11 will be held on Friday, June 10, 2011, from 9:00 a.m. to 12:00 p.m. at the **Four Points Sheraton in Meriden**. Please visit <http://www.crec.org/cetes/atdn/directions/sheraton4pts.html> 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. 2009-10) *and* the most updated profile report for the current year (i.e. 2010-11). All other handouts for the meeting will be posted online by noon on Wednesday, June 8, 2011, 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.**

2011-12 Professional Development Application

The CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, in partnership with ATDN is making funds available again this year for participation in specific professional development activities. All adult education providers receiving grant funds through the CSDE are eligible. Funds will be awarded for participation in the following areas:

- Student Achievement in Reading (STAR)
- Connecticut Adult Numeracy and Mathematics Institute
- English as a Second Language
- Disabilities
- Writing

The Professional Development Application form will be available for download with other Policy Forum documents. Applications will be due on or before Friday, September 2, 2011.

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 2010-11 will be available online the third 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, 2011**. Be sure to include with the ED-241 and ED-241A submissions, a copy of the program's most recent brochure and the Program Profile for 2011.

The Statement of Expenditure Report (ED-141) must be submitted to the Division of Finance and Internal Operations by September 1, 2011. 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 2010-11 have been mailed to all school district superintendents, providers and cooperating eligible entity agency heads. It is important to remember that the Grant Award Letters reflect a district's state grant allocation/entitlement for FY 2010-11. The final May payment received by districts is predicated upon adult education expenditure adjustments from the prior year (FY 2009-10).

Connecticut Adult Report System (CARS)

Data Entry Deadline

As outlined in the CARS policy manual, all data entry for the fiscal year 2010-11 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 22, 2011. After this date, the CARS system will be locked and no data entry for fiscal year 2010-11 will be possible.

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 2010-11 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).

CARS Training for 2011-12

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

- Experienced Users Face-to-Face Training
 - Wednesday, August 31, 2011, 1:00 p.m. – 4:00 p.m., CSDE, Middletown ([directions](#))
 - Thursday, September 15, 2011, 9:00 a.m. – 12:00 p.m., New Haven Adult Education ([directions](#))
- New Users Hands-on Training (*Space is limited. Please register one participant per provider.*)
 - Tuesday, September 13, 2011, 9:00 a.m. – 1:00 p.m., CSDE, Middletown ([directions](#))

To register, please email ajit.gopalakrishnan@ct.gov with the name and email address of the participant and the date of the session. Critical information about data collection policies and practices are conveyed at these sessions. It is the expectation of the CSDE 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 Adult Training and Development Network (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 10, 2011, **and** enter those writing assessment results in CARS by July 22, 2011.

Statewide Policy Forums and Program Facilitator Meeting for 2011-12

For Fiscal Year 2011-12, the CSDE will hold Statewide Policy Forums on the following dates from 9:00 a.m. to 12:00 p.m.:

- Friday, September 9, 2011
- Friday, January 20, 2012 (snow date: January 27, 2012)
- Friday, June 8, 2012

These forums will be held at the Keeney Memorial Cultural Center, 200 Main Street, Wethersfield, CT 06109. Directions are available at <http://www.wethhist.org/visit/hours-directions.htm>.

The statewide meeting for Program Facilitators only will be held at the same location in the afternoon of September 9, 2011 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 9, 2011. Facilitators who will also attend the policy forum must note that lunch will not be provided.

Thank you.