

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Bureau of Early Childhood, Career and Adult Education
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TO: Adult Education Directors
Federal Funded Grantees
Cooperating Eligible Entities

FROM: Paul F. Flinter, Chief

DATE: December 8, 2004

SUBJECT: Adult Education Operational Memorandum # 05-05

- Mid-Year Policy Forum, January 21, 2005
- Adult Education Data in Strategic School Profiles
- Fiscal Year (FY) 2005-06 State Adult Education Support Percentages
- General Educational Development (GED) Scheduling for 2005
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- New Test Series: Life and Work
- FY 05 Internal Program Profile and Revised Glossary – Now Available
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Mid-Year Policy Forum, January 21, 2005

The Mid-Year policy forum will be held on January 21, 2005 from 1:00 to 4:00. The confirmed location and a detailed agenda will be sent in a subsequent memorandum. Please bring at least one Program Facilitator to this forum.

Adult Education Data in Strategic School Profiles

Recently, the Division of Evaluation and Research of the State Department of Education disseminated the 2003-04 Strategic School Profiles (SSPs) for all K-12 school districts. Since 1996-97, each district SSP has included limited data about adult education such as:

1. the number of individuals who attended at least 12 hours of adult education;
2. the total number of adult education diplomas issued to individuals;
3. the percent of adults without a high school diploma; and
4. the total state and local adult education expenditures.

The adult education enrollment and achievement data is provided by the Bureau and is always for the prior year. For example, the 2003-04 SSP is based on the adult education data from fiscal year 2002-03. Items 1 and 4 above are used to compute a per pupil expenditure that is then listed

next to the average expenditure for the comparable educational reference group (ERG) and the average for the State as a whole. If you need assistance in explaining this information to local administrators, I encourage you to contact your technical assistant at the Bureau.

Fiscal Year (FY) 2005-06 State Adult Education Support Percentages

The Preliminary FY 2005-06 state support percentages for the Adult Education State Grant are now available. The information is posted on the Adult Education website at <http://www.state.ct.us/sde/deps/Adult/>. Please be advised that these percentages are subject to change particularly for the Regional Education Service Centers (RESCs) since the percentage calculated is based on FY 2004-2005 membership data.

General Educational Development (GED) Scheduling for 2005

Since Connecticut is one of the last states to receive GED test batteries, the information around test forms and serial numbers necessary for establishing a GED test schedule in the Connecticut Adult Reporting System (CARS) was not available until November 30, 2004. Therefore, we could not begin this process until early December. Computer Associates will have CARS ready to schedule examinees for the January 2005 GED test on December 13, 2004. A memo has been sent to the GED registrars regarding this issue. If you have any questions, please contact Carl Paternostro at (860) 807-2110 or email carl.paternostro@po.state.ct.us.

Self Review Monitoring/Mid-Year Report for Federal Grant Recipients

This report was emailed to all grantees earlier this week and will be due on Friday, February 4, 2005. Based on a review of this submission, decisions will be made relative to the need for on-site monitoring. If there are any questions, please contact Gail Brooks-Lemkin at (860) 807-2121 or email gail.brooks-lemkin@po.state.ct.us.

Writing Assessment Reminder

In order to encourage an increase in the number of instructional hours between writing pre-and post-tests, the Adult Training and Development Network (ATDN) Scoring Service will not be accepting January submissions of student writing samples. Those programs who plan on utilizing the ATDN Scoring Service should submit matched pairs of student writing samples to ATDN no later than March 18th, 2005. If you have any questions or concerns, please contact Maureen Wagner at 860-807-2102 or email maureen.wagner@po.state.ct.us.

New Test Series: Life and Work

The Connecticut Competency System has added a new pre and post test series to the list of approved options. The Life and Work series offers reading assessments at CASAS Levels A, B and C. Items at B and C levels of this series follow immigrant families as they go about their life and work so as to increase the accessibility and relevance of the items for the test taker. This series is appropriate for use with both ABE and ESL learners. Programs are encouraged to purchase and try this new test series during the year. Order forms can be downloaded at <http://www.crec.org/atdn/ccs/materialsorderform04.pdf>.

At the afternoon session of the October 1 Statewide Policies Forum, this test series was presented to Program Facilitators. A sample test booklet was also provided to each attendee. Results from the Life and Work series can be reported through the Connecticut Adult Reporting System (CARS) under the Assessment tab. If there are any questions about this new test series, please contact Don Chao at (860) 524-4044 or email dchao@crec.org.

FY 05 Internal Program Profile and Revised Glossary – Now Available

This report for the current fiscal year is now available on the Web site of the Connecticut Adult Reporting System (CARS). Please note that data in this report will be updated weekly on Sunday as more data is entered locally. Also, based on the questions we received after the October 1 policy forum, we have added a “frequently asked questions” section to the glossary. This updated glossary can be downloaded from the CARS Web site.

Internal Profile Retention Data

Evaluating program retention based on the percentage of students retained for at least 12 hours has been a measure of student retention in adult education for many years. The newly released Internal Profile report includes this measure. Remember the Department policy is that all enrollments with at least one hour of attendance are included. Enrollments with zero hours of attendance can be indicated as a “no show” and will be excluded from all reports. The delete enrollments feature on the Connecticut Adult Reporting System (CARS) Web site is provided only for special cases such as when a student transfers from one section to another, or when the program by mistake creates duplicate students IDs for the same student and wishes to consolidate the records. If there are any questions, please contact Ajit Gopalakrishnan at (860) 807-2125 or email ajit.gopalakrishnan@po.state.ct.us.

New Unit Coordinator

Effective November 1, 2004, Ajit Gopalakrishnan has become the Coordinator for the Adult Education Unit. Gail Brooks-Lemkin served in this role very effectively but needed time to attend to other assignments. Thank you Gail. I know that Ajit will apply all of his energies to serve the role in a successful manner.

I wish you a safe and happy holiday season.

Thank you.