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OFFICE OF PUBLIC INSTRUCTION
STATE OF MONTANA

Putting Montana Students First A⁺

WIOA Adult Education Supplemental Policies

Student

❖ **Deleting Records (Ex: Out of Range TABE Scores)**
  - Deletion of records is allowed, but state will be monitoring this.
  - Add comment under Student Data Tab noting why deletion was made.

❖ **Manually Entering TABE Scores**
  - Do not manually enter TABE scores.
  - Check to make sure that the following areas match completely:
    - First Name
    - Last Name
    - Date of Birth: required format is MM/DD/YY
    - Gender: must be "M" or "F" only. TABE Supports "O", but this value is not recognized in LACES. Make sure gender of "M" or "F" is used in TABE.
  - *Contact OPI AE Program Assistant if all areas match and score does not populate by the next day. Supply date tested/submitted, and Student ID #.*

❖ **Protocol for Serving High School Age Students Enrolled in Adult Education**

  Contacting School Districts:

  - Notify appropriate staff in the school district(s) served by your program of the need for a documented procedure for AE programs serving high school age students.
  - Document the way you contact your local schools and save information in local program file.
  - If the authorized representative of your AE grant is a school district, you should discuss access to the school's student accountability program, i.e. School Master, Power School. This would provide instant access to the enrollment status of the student.

  Enrolling the Student:

  - If a student (age 16-18) requests enrollment without verification of withdrawal, obtain telephone verification from the school last attended before providing service. Document telephone contact in the student's personal folder.
    - Explain to the student that service cannot extend beyond five business days without written verification of withdrawal from the school district.
  - Request written verification of the student's withdrawal in cases where services began without written confirmation.

- The way the letter is received should suit the needs of the school district and the local AE program. (Student delivered, e-mail requests, faxes).
- All verifications of withdrawal must be on school letterhead.
- If documentation is not received within five business days, discontinue instructional services until the letter is received.
- File withdrawal letter in student's personal folder.
- Upload withdrawal letter under the Student Tab – Documents in LACES.

The above steps are the minimal requirement. Individual programs may determine that written documentation is necessary before providing any instructional service.

❖ Carryover Students (Push Assessments Forward)
- Carry-over clients are those with an initial enrollment date in January, February, March, April, May, or June of the program year. The locator and pretest results, or the most recent posttest results, for TABE clients tested between January 1st and June 30th will be valid in the new program year. The results of BEST Plus or BEST Literacy pretest for ELL clients tested between January 1st and June 30th will be valid in the new program year.
- If there is no exit, across a program year, the POP continues in the next program year (a continuous POP) provided the student receives an EFL in the new program year. In this case, the most recent posttest score may be pushed forward.

Class
❖ **IETP Students**
- IETP documentation should be held in the documents section of the student's LACES electronic file and hard record at or before exit OR before post-test during the program year.
- Documentation for those enrolled in IETP classes will be checked by the state in September, December, and March. At the end of the program year (May-June) programs should work to enter all remaining documentation into LACES. All students will be checked at the end of the year.
- Documentation should be saved as "IETP Survey" for IETP surveys. All other IETP documents should be labeled accordingly i.e. "IETP ServSafe", "IETP CNA License" (*Optional IETP MSG-progress toward milestone or passing a technical or occupational skills exam).
- If documentation is not filed in LACES by the end of the program year, the state will email program director to complete this task. If documentation is not filed within two weeks, the state will edit the student record and change enrollment from "IETP" to "No Value Entered".

❖ **Instruction at the 9ᵗʰ Grade Level or Above Checkbox Option: HSE Final Prep**
- All programs will create a class titled HSE Final Prep.
- Due to the fact we have so few students that pre/posttest in levels 5 and 6, and yet we have students testing in lower levels that are successful on the HiSET, we need a simple and consistent way to indicate high school level instruction in order to receive credit on NRS Table 5 – Primary Indicators of Performance.

- Students would be enrolled in the class titled HSE Final Prep and the 9th grade level and above checkbox would be checked once instructors determine the student is prepared. Preparation would be determined via classroom instruction and HiSET practice tests.
- Students will also attend other classes that are 9th grade level and above to obtain readiness – all titled differently for each program – but these classes would not justify checking the box. We DO NOT want to inflate the cohort on Table 5. We only want to include those highly likely to complete the HiSET by the end of program year.
- DO NOT check the 9th grade level and above checkbox on any other class you create.

Staff

❖ **Professional Development**
- Complete four hours of professional development of choice, in addition to the state-sponsored meetings/trainings.
- Upload documentation under the Staff Tab – Documents – in LACES by June 30.

❖ **Transfer Students**
- Manually enter TABE scores in LACES *after approval from state office*
  - The state determines if scores can be used by looking at date of assessments.
  - Student should not be 90 day exited from program he/she began in.
- Make note of manually entering scores due to program transfer in comments.
- Upload score report under the Student Tab – Documents in LACES.