Call with field

April 17, 2020

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Distance learning guidance

- Submit plan to advisor before entering any distance learning time in eData
- Not listed in D.130 = not reportable as hours in 054/061/064 grants
  - Teacher-created packets to support curricula in D.130 are NOT reportable
  - Exception: remote real-time instruction if teacher can verify student identity and participation

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Distance learning data entry

- Create class (or small group); then assign students to appropriate classes
  - Student getting distance learning in different ways will be in different classes

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Returning and new students

- If student has a valid pretest for PY 2019-20, can be in class now
  - Need a completed intake form
    - Program staff member must complete the form
      - Do not send to student to fill out and return
    - Must fill it out together with student by phone or technology that supports voice
    - Release of Information: Staff member doing intake must read it to the student, explain what it means, and ask if the student agrees. If the student agrees, staff member prints the student's name on the signature line and initials and dates it. Program needs to get student signature when stay at home is lifted
  - Need to do some kind of orientation

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New students w/o pretest

- Hold off on enrolling new students who do not have a valid pretest
  - Orientation to explain expectations
  - May complete intake & put on waiting list
  - If urgent, contact advisor
- NO virtual assessment yet
  - Vendors will be providing information to states
  - Division will then issue guidance to local programs

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GED or HiSET

- Testing centers: let the vendors know that your testing center is closed
- Both are looking at options for virtual proctoring; no timeline

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PDS

- Sending out needs assessment survey
  – Please respond
- Participation in modules

Time Period	Staff Induction Module Enrollments
2/12/20 – 3/2/20	50
3/13/20 – 4/1/20	224
	+174
	348% increase

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Contact/Mission

For more information on adult basic and family literacy education,
please visit PDE's website at www.education.pa.gov

*The mission of the Department of Education is to ensure that every learner has access to
a world-class education system that academically prepares children and adults to
succeed as productive citizens. Further, the Department seeks to establish a culture that
is committed to improving opportunities throughout the commonwealth by ensuring that
technical support, resources, and optimal learning environments are available for all
students, whether children or adults.*

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