

Division Updates and Reminders

September 17, 2020



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Agenda

- Updates
- Agency policies
- Data reminders
- Assessment reminders



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General updates and reminders

- Anna Maurer – now doing two jobs
- Reports for audits are in FAI
- Staff induction
 - Guidelines Section 502, #5



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Required agency policies

- All programs must have
 - Access, Orientation, and Intake policy
 - Guidelines section 301
 - Data Collection and Entry policy
 - Policy C.130
 - Assessment policy
 - Policy D.100
 - Student Attendance policy
 - Guidelines section 402.5
- Due October 1
- Update to reflect new procedures



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Data reminders

- Intake form
 - Two-part ethnicity item
 - Both parts must be completed on the form
 - Barriers to employment
 - All students have Basic skills deficient, etc.; the first one on the list; you must select it
- Student exit
 - Reason for leaving
- Corrections education
 - SID number
 - Release date



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Assessment reminders

- If last test from 2019-20 was Exit Criteria Advanced ESL, you **MUST** give the person a new assessment
- Assessments follow instructional hours and publisher timelines, not PoPs



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Questions

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Contact/Mission

For more information on adult education and family literacy, 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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