


**Division Updates and Reminders**

September 17, 2020



9/17/2020 1

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**Agenda**

- Updates
- Agency policies
- Data reminders
- Assessment reminders



9/17/2020 2

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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



9/17/2020 3

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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



9/17/2020 4

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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



9/17/2020 5

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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



9/17/2020 6

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Questions

9/17/2020  7

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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](http://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.*

9/17/2020  8

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