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# ► Agenda

- Updates
- Agency policies
- Data reminders
- · Assessment reminders

9/17/2020

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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





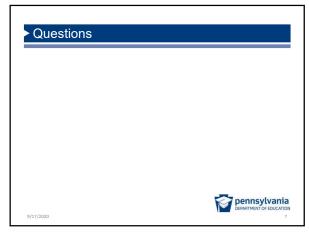
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### Assessment reminders

- 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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# For more information on adult education and family literacy, please visit PDE's website at <a href="https://www.education.pa.gov">www.education.pa.gov</a> 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. \*\*DEPARTMENT OF EDUCATION BEDUCATION BEDUCATI

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