

Jefferson County School District  
Monticello, Florida



Adult Education  
2024-2025

Superintendent of Schools  
Eydie Tricquet

## PROGRAM DESCRIPTION

The Jefferson County School District Adult Education program is located at Jefferson County School District Office. Classes run Monday through Thursday from 6pm – 8pm EST.

The adult education program shall be developed and periodically adjusted based on systematic and continuing study of the community and its people, seeking primarily to serve the general educational needs of adults as individuals, parents, family members and citizens.

The adult education program will follow the School Board approved Jefferson County School District calendar. The calendar can be accessed on the district website using the link below:

<https://www.jeffersonschools.net/calendars>

### **Adult Basic Education (ABE), Levels 0.0 to 8.9**

The purpose of this program is to offer basic literacy and functional skills education for adults who are performing below the ninth-grade level. The program of studies includes reading, language arts, and mathematics. Mastery of basic skills is based on student performance at the eighth-grade level (8.9) as determined by pre- and post-testing on the Test of Adult Basic Education (TABE), an assessment instrument, approved by the State of Florida, for adult students.

Adult Basic Education courses of instruction which are conducted in English are designed to improve the employability of the state's workforce through instruction in mathematics, reading, language, and workforce readiness skills at grade level equivalency 0.0 to 8.9.

### **GED® Preparation**

GED® course of instruction prepares students for academic and personal success through obtaining the necessary skills required to pass the GED® test and earn a State of Florida High School Diploma. This program strives to motivate students not only to obtain a diploma, but also to utilize the acquired skills in the workforce and to achieve career and job placement success.

### **GED® Preparation**

The GED® Test provides adults with an opportunity to earn a high school diploma that will enable them to obtain employment or advancement by enrolling in higher education or technical training or fulfill a lifelong goal. Adults who successfully pass the GED® Test in Florida are awarded a State of Florida High School Diploma. The GED® Test is computer-based. Tests are being proctored and monitored online through Pearson and the state. Further information can be found at the link provided: <https://ged.com/>

## REGISTRATION AND ENROLLMENT

Registration follows the guidelines as delineated in Florida State Board Rule 6A10.0381, Registration of Adult Students. Enrollment in the adult education program is limited to individuals who are beyond compulsory school age and have legally withdrawn from school. For enrollment in Jefferson County School District Adult Education, candidates must submit:

- Completed registration form including a social security number
- Documentation for residency verification
- Tuition fees

### Student Enrollment

#### New Student

A student who was not previously enrolled in Jefferson County School District Adult Education in the current year or prior reporting year.

#### Continuously Enrolled Student

A student who was previously enrolled in Jefferson County School District Adult Education in the current year or prior reporting year.

#### Age Rule (GED®)

Rule 6A-6.021 F.A.C. allows students who are 16 or 17 years of age to take the GED® test before their cohort if they have extenuating circumstances. Under-Age GED® candidates who are not enrolled in school and are under eighteen can request an exemption. Students and parents/guardians are required to complete a “Request for GED® Age Waiver” form, (FM-4563). Upon administrative approval, the form will be submitted to the GED® Testing Service.

#### Student Registration Form

[Florida Department of Education Adult Education Student Registration Form](#)

#### Adult Education Student Fee Status

<https://www.fldoe.org/core/fileparse.php/18496/urlt/1718-101325.pdf>

#### Placement

Students entering the program are required to take a placement test called the Test of Adult Basic Education (TABE) within the first (12) hours of instruction and obtain a reportable initial educational functioning level.

#### TABE 11/12 Procedures for Placement

The following procedures should be used to ensure a student has a reportable initial functioning level and to determine an initial placement. [Flow Chart](#)

Listed below are the placement levels based on the TABE test scores:

TABE	LEVEL	SCORE
TABE L	Literacy	0.0 – 3.9
TABE E	Easy	0.0 – 5.9
TABE M	Medium	2.0 – 7.9
TABE D	Difficult	4.0 – 10.9
TABE A	Advanced	7.0 – 12.9

### **Enrollment into GED® Prep**

- Students enrolling into GED® Prep must be pretested to determine if they are ABE Level 5 (9.0 to 10.9) or ABE Level 6 (11.0 to 12.9).
- Students must test above a ninth-grade level in at least one subject.
- To move from ABE Level 5 to ABE Level 6, students must be post-tested. Students are not post-tested when they reach Level 6.

## **ATTENDANCE PROCEDURES**

Each site is responsible for providing accurate attendance data. To ensure proper reporting, detailed information and training should be provided to instructional staff. See the section titled Professional Development for more information.

Attendance will be recorded:

- Manually using Jefferson County School Adult Education sign-in sheets, and
  - Digitally (i.e., FOCUS electronic gradebook or a spreadsheet approved by the Adult Education Coordinator, etc.) and should be completed by the end of each class period.
- Withdrawals and re-entries are recorded in the electronic gradebook. See the section titled Professional Development for the link to access information on how to use the electronic gradebook.

## **Withdrawal/Re-entry**

### **Student Withdrawal Due to Nonattendance**

- Occurs upon the sixth consecutive absence for adult general education classes not including the first (12) instructional/assessment hours.
- The effective withdrawal day will be the last day of attendance in class.

- Adult education teachers will:
  - complete a student withdrawal form and submit to the Adult Education Coordinator and the MIS Director.
  - document the withdrawal in the electronic gradebook.

### **Re-entry**

Re-entering is the term used when a student has been withdrawn from a class and subsequently re-enters the same class.

### **Re-entry Fees**

If a student has been withdrawn and returns during the same semester, fees will not apply, and the student will continue in the previously enrolled classes. The Adult Education Coordinator and the MIS Director will be notified and the student re-enrolled. If a student returns during a new semester, fees will apply.

### **Documenting Withdrawal/Re-entry in Electronic Gradebook**

[Attendance Codes](#)

## **ROLES AND RESPONSIBILITIES**

### **Adult Education Coordinator**

Training, Certification, Professional Development Coordinate and document training, certification, and professional development for Adult Education staff.

### **Data Reporting**

Collect data from instructional sites regarding attendance and data collection monthly. Monitor for missing, incomplete, or incorrect data.

### **Staff Meetings**

Schedule and document quarterly and monthly staff meetings.

### **MIS Director Surveys**

- Monitor for annual release of survey dates; develop internal schedule based on released survey dates that allow for adequate time to review and make corrections prior to data submission closings for surveys F, G, W, X, and S.
- Communicate internal schedule to Adult Education Staff and coordinate quarterly meetings.
- Follow District procedure regarding load date, data validation, exception report, and data submission.

### **Meetings**

Plan and schedule a mandatory face-to-face meeting preceding surveys F and G to ensure accuracy of data.

## **Data Reporting**

- Annually review the FDOE updated data reporting handbook to monitor for changes in data collection and reporting; provide timely updates to Adult Education staff regarding data collection and reporting.
- Review monthly attendance and student data reports; identify missing, incomplete, or incorrect data.

## **Adult Education Teachers**

### **New Students**

- Submit new student registrations to Adult Education Coordinator and MIS Director no later than (24) hours upon receiving registration.
- TABE test new students within (12) hours of instruction; report scores to Adult Education Coordinator and MIS Director no later than (24) hours of test completion.

### **Pre- and Post-testing**

- Ensure TABE certification is up to date.
- Comply with TABE policies and procedures.
- Report post-test scores to Adult Education Coordinator and MIS Director no later than 24 hours of test completion.

### **Attendance**

- Electronic Gradebook- Teachers will record attendance for every class without exception.
- Sign-in Sheet Teachers will verify student attendance with a sign-in sheet for every class without exception.
- Monitor student attendance for sixth consecutive absence; follow procedures for student withdrawal.

### **Records**

Maintain accurate and comprehensive records including:

- attendance sign-in sheets
- student registrations
- student pre- and post-testing data

### **Reports**

Prepare and submit reports to Adult Education Coordinator and MIS Director including:

- monthly attendance
- student data collection
- student progress
- program issues

### **Meetings**

Attend monthly and quarterly staff meetings.

# DATA COLLECTION AND REPORTING PROCEDURES

## Survey Timeline

Data will be entered no later than one week after the load date has opened. WDIS exception and validation reports will be downloaded from WDIS no later than two weeks after the load date has opened.

## Instructional Hours

All adult general education instructional hours must be reported in accordance with the procedures specified in Rule 6A-10.0381, F.A.C.

## Minimum (12) Contact Hours

A student must participate in at least 12 contact hours of instructional activity (10 hours of direct instruction and two hours of testing for placement purposes) within a reporting period to be counted as fundable enrollment. The adult education teachers must track the actual attendance hours up to the point at which a student receives 10 hours of direct instruction. If the student does not meet the 10 hours of direct instruction, the actual number of hours of attendance, not the originally scheduled hours, are reported.

## Re-entry

If a student who was withdrawn due to non-attendance, re-enrolls during the reporting period within 30 days of the initial withdrawal and attends without an additional six consecutive absences, the instructional hours are reported from the first date of enrollment to the end of the reporting survey.

## Pre- and Post-testing Data Collection and Reporting

[Procedures for Initial Placement of Adult General Education Students Post-testing and Determination of Learning Gains](#)

## Data Collection and Reporting Resources

- **Program & Accountability Performance**  
[Resources](#)
- **Student Data Summary Form Data Element Crosswalk**  
[Data Element Crosswalk](#)
- **2017-18 Student Information System Database Requirements**  
[2017-18 Student Information System](#)
- **Workforce Development Information System (WDIS)**  
[WDIS Handbook](#)
- **WIOA Reporting and Accountability**  
[Requirements](#)

## BEST PRACTICES

### Quarterly Meetings

The Adult Education Coordinator, MIS Director, and Adult Education teachers will meet quarterly:

- Discuss policies and procedures
- Identify missing, incomplete, or incorrect data.

### Monthly Meetings

The Adult Education Coordinator and Adult Education teachers will meet monthly:

- Discuss program performance
- Ensure attendance and student data is up to date and accurate

### Monthly Reports

The Adult Education teachers will prepare and submit monthly attendance and data collection to the Adult Education Coordinator and MIS Director.

## PROFESSIONAL DEVELOPMENT

### Local Level

#### Electronic Gradebook

Access the link below for training on the Jefferson County School District's electronic gradebook, FOCUS:

<https://jefferson.focusschoolsoftware.com/focus/>

### FDOE and State Level Professional Development Organizations

#### IPDAE

IPDAE (Institute for the Professional Development of Adult Educators) is a resource center that offers information, training, and professional development resources for adult educators.

<https://floridaipdae.org/>

### ED and National Level Professional Development Organizations

#### National Reporting System

Self-Paced Online Course

<https://www.nrsweb.org/training-ta/online-courses>

#### Webinars

<https://nrsweb.org/training-ta/webinars>



## RESOURCES

### **Rule: 6A-6.014**

General Requirements for Adult General Education Program

<https://www.flrules.org/gateway/ruleNo.asp?ID=6A-6.014>

### **Adult General Education Instructional Hours Reporting Technical Assistance Paper**

The Adult General Education Instructional Hours Technical Assistance Paper provides guidance on compliance to school districts and Florida College System institutions on reporting instructional hours in adult general education programs in accordance with 6A-10.0381, Florida Administrative Code (F.A.C.), Registration of Adult Education Students and Enrollment Reporting for Adult General Education Students.

<http://www.fldoe.org/core/fileparse.php/5398/urlt/TAP-AGE-InstHrsRptg.pdf>

### **2017-18 Workforce Development Information System (WDIS)**

[WDIS Database Handbook](#)

### **FDOE Program & Accountability Performance Resources**

[Florida Department of Education Career & Adult Education Program & Accountability Performance Resources](#)

### **FDOE DCAE Policies, Procedures and Protocols**

[Florida Department of Education Division of Career and Adult Education Quality Assurance and Compliance Policies, Procedures and Protocols](#)

### **Data Collection and Reporting Changes**

[Florida Department of Education Division of Career and Adult Education 2016-17 Data Collection and Reporting Changes](#)

### **2018-2019 Adult Education Curriculum Frameworks**

<http://www.fldoe.org/academics/career-adult-edu/adult-edu/2018-2019-adult-edu-curriculumframeworko.shtml>

### **OCTAE**

U.S. Department of Education Office of Career, Technical, and Adult Education (OCTAE) administers, coordinates programs that are related to adult education and literacy, career and technical education, and community colleges.

<https://www2.ed.gov/about/offices/list/ovae/index.html>

### **The National Reporting System**

The National Reporting System for Adult Education (NRS) is the accountability system for the Federally funded adult education program, authorized by Section 212 of the Workforce Innovation and Opportunity Act (WIOA).

<https://nrswb.org/training-ta/online-courses>

### **Data Reports-Adult Education**

[Workforce Education State Summary-District](#)