Utah Adult Education Policies and Procedures Guide

Martell Menlove, Ph.D.
State Superintendent of Public Instruction

Marty Kelly, State Coordinator

Utah State Office of Education
250 East 500 South
PO Box 144200
Salt Lake City, UT 84114-4200

Revised July 2014

Utah Adult Education programs of Utah do not discriminate based on race, color, national origin, sex or disabilities.

In compliance with the Americans with Disabilities Act, persons needing auditory communicative aids and services to participate in Adult Education programs should contact the local program, giving at least three days notice.

Table of Contents

USOE RESOURCES v

MISSION vi

UTAH STATE BOARD PAGE vii

SECTION A – ELIGIBILITY TO PARTICIPATE IN ADULT EDUCATION INSTRUCTION 1

Resident and Non-Resident Status 1
Utah Code 2
Allowable Use of State or Federal Funds (Funding Codes) 2
Non-Allowable Use of State or Federal Funds (Funding Codes) 4

SECTION B – ADULT HIGH SCHOOL COMPLETION (AHSC/ASE) 6

Board Rule 6
Adult High School Completion Credit (Earned) 6
Adult High School Core Requirements 6
Adult High School Graduation Requirements 7
Methods of Documenting Awarded Credit 7

SECTION C – ADULT BASIC EDUCATION (ABE) 8

SECTION D – ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) 9

English Language/Civics Education (EL/Civics) 9

SECTION E – FUNDING FOR SCHOOL DISTRICT ADULT EDUCATION 10

Supplemental Funds 11
State Adult Education Funding Formula (Districts Only) 13
Adult Education Program Funding 14
Records of State and Federal Funds 14

SECTION F – KEEPING TRACK OF STUDENTS 15

Student Records 15
Student Education Occupation Plan (SEOP) 16
Proof of Residency 16
Enrollee 14
Contact Hours 16
Attendance 17
Funding Codes for State Funding (Districts Only) 17
National Reporting System – Entering Functioning Level (EFL) (Student Level Codes) 17
National Reporting System – Levels, Competencies and Corresponding Scale Scores 17
Data Requirements 21
Management Information System (MIS)- UTopia and the National Reporting System (NRS) 21
Utah Online Performance Information for Adult Education (UTopia) 21

SECTION G – FINANCIAL ACCOUNTABILITY ……22
State Rules……22
Federal Rules……22
State and Federal Program Responsibilities……23
Budgets and Funding Accountability ……23

SECTION H – APPROVED ASSESSMENTS FOR ESOL, ABE, AND AHSC/ASE ……24
Student Assessment ……24
Other Assessments for Vocational Aptitude and Career Exploration ……24
Other Resources ……24

SECTION I – PROGRAM MONITORING AND DATA AUDITS……25
Audits……25
Validating UTopia data for Program Outcomes……25
Program Monitoring……26
Data Auditing……26

SECTION J – GENERAL EDUCATIONAL DEVELOPMENT……27
The GED Test ……27
Preparing for the GED Test ……27
Eligibility to Take the GED Test ……27
District Support ……27
Accommodations ……27
GED Test Taking Locations……27
Minimum Score Requirement ……29
Adult High School Credit……29
The GED and College Admissions ……29
Accessing GED Records……30
Validating GED Outcomes……30
Appendix A—"Adult Education and/or GED Testing Application for 16-18 Year-Old Non-Graduates" form…..31

SUPPORTING POLICIES AND OTHER INFORMATION
Utah Assessment Policy……Tab 1
Following Your Student - Start to Finish/Student Education Occupation (SEOP)……Tab 2
Adult Education Basic Program……Tab 3
Utah Distance Learning Programs and Procedures……Tab 4
Adult Education Students with Disabilities Policy……Tab 5
Adult Education Services for Out-of-School Youth Policy……Tab 6
Adult Education Graduation Requirements……Tab 7
Program Monitoring and Desk Data Auditing Policy……Tab 8
Inventory Form ……Tab 9
Adult Education Fiscal Compliance Policy……Tab 10
Utah GED Testing Information……Tab 11
Adult Education Legal Compliance Audit Guide……Tab 12
Military Enlistment and Adult Education Services……Tab 13

Adult Education Collection of Fees and Tuition …….……..Tab 14
Second Year AEFLA Funding …….…Tab 15
USOE Board Rules Impacting Adult Education……...…….Tab 16
Accreditation of Adult Education Programs ..….……...…...Tab 17
Proof of Residency……...…….……...Tab 18
Adult Education "Most Asked Questions" ..……...……Tab 19
Employment of Non-Licensed Personnel ……..……...Tab 20
Adult Education Definitions…..……..…….....Tab 21
Reimbursement Request Form (Federal)……...…….....Tab 22
Utah Adult Education Fact Sheet/Fingertip Facts …….…..……....Tab 23
Adult Education Program Corrective Action Processes……..Tab 24
English Language/Civics Education…….……..Tab 25
Transition Policy …….……...……...…Tab 26

USOE RESOURCES

Utah State Office of Education (USOE)
Adult Education Staff:

MARTY KELLY
Alternative & Adult Education Services Coordinator
GED Testing Services Coordinator
Phone: (801) 538-7824
E-mail: marty.kelly@schools.utah.gov

MARK MATAYA, Adult Education Specialist
Phone: (801) 538-7921
E-mail: mark.mataya@schools.utah.gov

Brian Olmstead, Corrections Education Specialist
Phone: (801) 538-7989
E-mail: brian.olmstead@schools.utah.gov

TONI MYERS, IT Analyst
Phone: (801) 538-7821
E-mail: utopiawebmaster@schools.utah.gov

Adam Little, IT Analyst
Phone: (801) 538-7821
E-mail: utopiawebmaster@schools.utah.gov

Support Staff

Kellie Tyrrell (801) 538-7821
Fax Number (801) 538-7882

UTAH STATE OFFICE OF EDUCATION
Main Phone Number: (801) 538-7500

Utah Adult Education web site:
http://www.schools.utah.gov/adulted

MISSION

Utah adult education programs empower adults who are at less than a post-secondary level or who have limited English proficiency to become literate. Programs assist adults in acquiring skills and knowledge that lead to further education, future employment, and personal success.

UTAH STATE BOARD OF EDUCATION

250 East 500 South
P.O. Box 144200
Salt Lake City, UT 84114-4200

Board of Regents Representative
Teresa L. Theurer
33 Canterbury Lane
Logan, UT 84321-6714
Phone: (435) 753-0470

Board of Regents Representative
Marlin K. Jensen
1500 N 7900 E
Huntsville, UT 84317
Phone: (801) 718-0858

Coalition of Minorities Advisory Committee (CMAC) Representative
Isaiah "Ike" Spencer
1029 East 11780 South
Sandy, UT 84094
Phone: (385) 646-5360

UCAT Representative
James (Jim) V. Olsen
5656 West 10770 North
Highland, UT 84003-9088
Phone: (801) 599-1095

Charter School Representative
Laura Belnap
845 E 1500 S
Bountiful, UT 84010
Phone: (801) 699-7588

USBA Advisory Appointment
R. Dean Rowley
526 South 170 West
Springville, UT 84663
Phone: (801) 489-6935

Martell Menlove
Chief Executive Officer
801-538-7510

Lorraine Austin
Secretary to the Board
801-538-7517

District 1
Terryl Warner
623 Anderson Avenue
Hyrum, UT 84319
Phone: (435) 512-5241

District 2
Keith M. Buswell
1027 West 3800 North
Pleasant View, UT 84414
Phone: (801) 510-1773

District 3
Michael G. Jensen
4139 South Aubrey Lane
West Valley City, UT 84128
Phone: (801) 955-5550

District 4
David L. Thomas
7875 South 2250 East
South Weber, UT 84405
Phone: (801) 479-7479

District 5
Kim R. Burningham
932 Canyon Crest Drive
Bountiful, UT 84010
Phone: (801) 292-9261

District 6
Dan Griffiths
7302 Aerie Hill Drive
West Jordan, UT 84081
Phone: (801) 924-5153

District 7
Leslie B. Castel
2465 St. Mary's Drive
Salt Lake City, UT 84108
Phone: (801) 581-9752

District 8
Jennifer A. Johnson
802 Winchester St #100
Murray, UT 84107
Phone: (801) 742-1616

District 9
Heather Groom
5886 W.Timber Ridge Lane
Highland, UT 84003
Phone: (801) 768-2270

District 10
David L. Crandall
13464 Saddle Ridge Drive
Draper, UT 84020
Phone: (801) 232-0795

District 11
Jefferson Moss
1668 Aspen Circle
Saratoga Springs, UT 84065
Phone: (801) 916-7386

District 12
Dixie Allen
218 West 5250 North
Vernal, UT 84078
Phone: (435) 789-0534

District 13
C. Mark Openshaw
3329 Piute Drive
Provo, UT 84604
Phone: (801) 377-0790

District 14
Debra G. Roberts
PO Box 1780
Beaver, UT 84713
Phone: (435) 438-5843

District 15
Barbara W. Corry
1022 Cedar Knolls
Cedar City, UT 84720
Phone: (435) 586-3050