

Leadership...Service...Accountability

Memo

TO: Adult Education Directors/Coordinators, Student Services Coordinators,

High School Counselors, LEA IT Directors

FROM: John Brandt, Information Technology Manager

Marty Kelly, Adult Education Coordinator

DATE: May 9, 2011

RE: Adult Education Clearing House Completer Codes for K-12 Schools

Your assistance is needed.

As you recall in previous discussions, an out-of-school youth of school age who has successfully completed an Adult Education Secondary Diploma (Carnegie unit diploma) or a Utah High School Completion Diploma (GED) shall be reported as a graduate for K-12 graduation (AYP) outcomes. Utah State Board of Education Rule R277-733-7-5

Adult education diploma or GED outcomes for school age youth earned during the 2010-2011 program year will be made available to K-12 schools shortly. *Your assistance is needed in conveying the information contained in this memo to the person(s) who have responsibility in your LEA to submit appropriate Exit Status Change Records in the October 3 Clearinghouse File.* In some cases this is the high school registrars, student services personnel, student information personnel or school counselors. You may/will need to ask around to find out who this/these people are.

Completion data for Out-of-School youth of school age who have successfully completed the GED or an adult education diploma will be made available to all LEA IT personnel who are Clearinghouse liaisons via three reports. Files containing the School Year 2011 reports will be posted to the Clearing house MoveIt "Adult Education" folder as follows:

• July 18 Report 1 Achievements completed between 7/1/2010 – 7/15/2011.

September 15 Report 2 Achievements completed between 7/16/2011 – 9/14/2011 plus Report 1 reposted.
October 3 Report 3 Achievements completed between 9/15/2011 – 9/30/2011 plus Reports 1 and 2 reposted.

NOTE: After the files are posted they will be available only for 72 workday hours.

USOE Computer services will be providing to those IT individuals this letter along with additional instructions for obtaining a file containing a list of both diploma and GED results.

School personnel responsible for changing and submitting Exit Status Change Records in the Clearinghouse File will need to change exit codes to completer codes as follows:

GG Completer code for GED achievement

GC Completer code for an Adult Education Carnegie unit diploma

The provided reports will each be a state-wide Excel spreadsheet listing the completers' names and completion information. Beginning this year, the reports will also include the "probable" SSID, last LEA#, last school, and last LEA Student # for those students that Adult Education was able to match with the SSID Database. The collection of SSIDs in the Adult Education database will commence more fully beginning June 1 with the delivery of new screen designs at that time which add a previous school attended field.

LEAs are expected to review the report data and claim completers which will provide a benefit in their district's final calculated graduate data.

If further information is required you may contact Marty Kelly at 801-538-7824.