# Intake and Orientation Procedures

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| **Consortium** |  |
| **Staff contact** |  |
| **Date of last update** |  |
| **Policy guidance** | From [Minnesota ABE Policies website](http://www.mnabe.org/abe-law-policy/mn-abe-policies) (www.mnabe.org/abe-law-policy/mn-abe-policies):   * Conditional Work Referral Policy * Eligible Student Policy * Eligible Content Policy |

## Introduction

These procedures detail the local ABE consortium’s intake and orientation procedures that are used at all local sites. These procedures describe how the consortium is complying with Minnesota ABE policies through outlining:

* How **eligibility** is determined and verified for all enrolled students to ensure they are/have:
  + Age Eligible: Individuals are 17 years of age or older
  + Not in K-12 Education: Individuals are not enrolled or required to be enrolled in secondary school (high school) under state law,
  + Educational Need: Individuals meet at least one of the following:
    - Lack proficiency to speak, read or write the English language,
    - Lack a high school diploma or its recognized equivalent, and/or
    - Lack sufficient mastery of basic educational/ skills
  + Meeting additional local consortium or program requirements
* How students age 21 and younger are informed of their right to attend K-12, and the difference between the K-12 system and the ABE system
* What and how **student data** is gathered and how it is entered into SiD in a timely manner
* How the consortium conducts student **orientation** that provides students with essential information, policies and expectations
* How the consortium promotes a **goal-setting process**, starting at intake and on an ongoing basis, to articulate, set, and evaluate student educational, career and related life goals
* How the consortium manages the process of enrolling and placing individuals with **conditional work referrals**
* What **additional guidance** and procedures the ABE consortium has for local staff regarding contact hour tracking.

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