**Minnesota State Standard Adult High School Diploma Pilot Program Resources & Guidance**

The new State Adult Diploma establishes a third option for adults who need a secondary credential.  
Option 1 is completing a local K-12 diploma with their local district. This can be time consuming and is not available in all districts.
Option 2 is to complete a G.E.D. Some adults struggle with standardized assessments and the G.E.D. is not as equally accepted by all employers.
Option 3 is the New State Adult Diploma, a competency-based diploma.

**Minnesota State Standard Adult High School Diploma Program Pilot Resources and Guidance**

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*The concepts and content from the resources in this document were developed by the State Adult Diploma Working Group starting in January 2014.*

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# Section One: Overview

## What is the New State Adult Diploma?

Minnesota’s new standard state adult high school diploma is a **mixed** **competency-based diploma** that is issued by the state department of education for adults that complete an approved ABE program. The diploma adopts **Minnesota’s K-12 standards**, the **College and Career Readiness Standards for Adult Education (CCRS)**, **Academic, Career and Employability Skills (ACES) in the Transitions Integration Framework (TIF)**, and **Northstar Digital Literacy Standards**.

Graduates from the State Adult Diploma are to be equally well prepared for careers and postsecondary institutions as Minnesota’s K-12 graduates. Acknowledging that K-12 graduates have a range of acceptable skills, knowledge and abilities, the State Adult Diploma graduates will also possess a valid range of skills, knowledge and abilities.

The State Adult Diploma Programming will be regularly evaluated by representatives from the Minnesota Department of Education, K-12, ABE, postsecondary institutions, employers, the state legislature and other stakeholders.

### Purpose and Intent

*(Adapted from the 2013-14 Standard Adult High School Diploma Task Force)*

A state standard adult high school diploma (State Adult Diploma) is being developed and made available to Minnesota’s adults through the Adult Basic Education (ABE) system.

The Minnesota Department of Education is creating program requirements and an application process open to ABE consortia to approve these new State Adult Diploma Programs.

Upon approval through the application process, ABE consortia will develop local State Adult Diploma Programs that adhere to state policy and be subject to annual review and program approval that is renewed every five years by the Minnesota Department of Education. Local State Adult Diploma Programs will include individual advising and align to a set of common competencies that incorporate individual student goals and needs with state and national standards.

State Adult Diploma Program Students have four different methods to demonstrate completion of the standard adult diploma program requirements: verified K-12 classes, postsecondary courses, and/or other approved trainings or experiences; test-verified knowledge; ABE instruction; and applied learning projects.

The State Adult Diploma Programs should be structured with uniform records and transcripts to allow portability and transferability for students. Upon completion of a State Adult Diploma Programs, students will receive a diploma and official transcript from the Minnesota Department of Education. In addition, school districts have the option and are encouraged to grant a local diploma to standard adult high school diploma program graduates in their area.

To develop the State Adult Diploma Programs criteria and processes, the Minnesota Department of Education provides technical assistance and works with local ABE consortia, a working group, and a consultation team.

### Serving Minnesota’s Adults Needing Secondary Credentials

According to the 2012 American Community Survey’s five-year estimates, an estimated 285,839 Minnesotans over the age of 25 do not have a high school diploma or its equivalent. To serve adults needing secondary credentials and literacy instruction, Minnesota currently has an Adult Basic Education (ABE) system for individuals no longer participating in the K-12 system. Services are available through 44 consortia that cover the state geographically and include all school districts. Roughly 70,000-75,000 adults are served annually by Minnesota’s ABE system. More than a third of Minnesota’s ABE participants (36%) are English Language Learners.

This system is jointly funded and governed at the state and federal level. Federally, it is governed by Title II of the Workforce Innovation and Opportunity Act (WIOA), called the Adult Education and Family Literacy Act. At the state level, it is governed by Minnesota statute, especially 124D.52. Minnesota’s ABE system has been recognized by other states and national organizations for the quality of services provided in the areas of core literacy skills, academic and employment readiness skills, and technology skills.

### Two Current Pathways Have Existed But Are Not Sufficient for All Adults

Secondary credentials are important to adult success in postsecondary education, training and careers. Such credentials provide a gateway for entry into the workforce, to postsecondary education and to participate as active and contributing community members.

If an adult in Minnesota wants to earn a secondary credential or its equivalent, they currently have two choices: earning a high school diploma meeting current Minnesota graduation standards or earning a GED®. In the 2013-14 program year, more than 8,800 adults earned a GED® and nearly 200 adults earned a high school diploma.

The option of earning a high school diploma works for adults who have most of their high school credits already completed when they enroll in the ABE program. For enrollees who have a substantial credit deficit, this option is typically not viable, because it is too time consuming for adult students and is not financially sustainable for ABE programs based on current system funding.

The option of earning a high school equivalency through the GED® has dramatically changed in 2014 with the launch of a new test that is entirely computer-based. This option works well for many adults, but does not work well for adults who struggle with a single high-stakes assessment or for those who do not have geographic access to the test due to the limited number of testing centers that currently exist in Minnesota.

### Creating a Third Pathway for Adults to Earn a Secondary Credential

A third option is needed for adults to earn a secondary credential: a competency-based diploma. Adults should have access to a State Adult Diploma Programs that is tailored to adult learning needs and has sufficient rigor to ensure graduates have the skills needed to be successful in postsecondary education and careers. This State Adult Diploma option includes essential competency domains that measure academic and career development and employability skills.

As the State Standard Adult High School Diploma statute states [Minn. Stat. § 124D.52, Subds. 8-9], the State Adult Diploma Programs will serve adults that are no longer eligible for K-12 services provided by their local district. The State Adult Diploma Program is designed for and effectively serves the diverse adults in Minnesota needing a secondary credential. This includes English Language Learners, single parents, people living in poverty, and other adults who were not able to complete high school and earn a recognized secondary credential due to various circumstances. Adults that may not be ready to master content in the standard adult high school diploma program can access ABE programming services available throughout the state, preparing for future participation in State Adult Diploma Programs.

### Adult Diploma Program Process

## Minnesota State Statute Language (124D.52)

Subd. 8.**Standard high school diploma for adults.**

(a) Consistent with subdivision 9, the commissioner shall provide for a standard adult high school diploma to persons who:

(1) are not eligible for kindergarten through grade 12 services;

(2) do not have a high school diploma; and

(3) successfully complete an adult basic education program of instruction approved by the commissioner of education necessary to earn an adult high school diploma.

(b) Persons participating in an approved adult basic education program of instruction must demonstrate the competencies, knowledge, and skills and, where appropriate, English language proficiency, sufficient to ensure that postsecondary programs and institutions and potential employers regard persons with a standard high school diploma and persons with a standard adult high school diploma as equally well prepared and qualified graduates. Approved adult basic education programs of instruction under this subdivision must issue a standard adult high school diploma to persons who successfully demonstrate the competencies, knowledge, and skills required by the program.

[**§**](https://www.revisor.mn.gov/statutes/?id=124D.52#stat.124D.52.9)

Subd. 9.**Standard adult high school diploma requirements.**

(a) The commissioner must establish criteria and requirements for eligible adult basic education consortia under section [124D.518, subdivision 2](https://www.revisor.mn.gov/statutes/?id=124D.518#stat.124D.518.2), to effectively operate and provide instruction under this subdivision.

(b) An eligible and interested adult basic education consortium must apply to the commissioner, in the form and manner determined by the commissioner, for approval to provide an adult high school diploma program to eligible students under subdivision 8, paragraph (a). An approved consortium annually must submit to the commissioner the longitudinal and evaluative data, identified in the consortium's application, to demonstrate its compliance with applicable federal and state law and its approved application and the efficacy of its adult high school diploma program. The commissioner must use the data to evaluate whether or not to reapprove an eligible consortium every fifth year. The commissioner, at the commissioner's discretion, may reevaluate the compliance or efficacy of a program provider sooner than every fifth year. The commissioner may limit the number or size of adult high school diploma programs based on identified community needs, available funding, other available resources, or other relevant criteria identified by the commissioner.

(c) At the time a student applies for admission to an adult high school diploma program, the program provider must work with the student applicant to:

(1) identify the student's learning goals, skills and experiences, required competencies already completed, and goals and options for viable career pathways;

(2) assess the student's instructional needs; and

(3) develop an individualized learning plan to guide the student in completing adult high school diploma requirements and realizing career goals identified in the plan.

To fully implement the learning plan, the provider must provide the student with ongoing advising, monitor the student's progress toward completing program requirements and receiving a diploma, and provide the student with additional academic support services when needed. At the time a student satisfactorily completes all program requirements and is eligible to receive a diploma, the provider must conduct a final student interview to examine both student and program outcomes related to the student's ability to demonstrate required competencies and complete program requirements and to assist the student with the student's transition to training, a career, or postsecondary education.

(d) Competencies and other program requirements must be rigorous, uniform throughout the state, and align to Minnesota academic high school standards applicable to adult learners and their career and college needs. The commissioner must establish competencies, skills, and knowledge requirements in the following areas, consistent with this paragraph:

(1) language arts, including reading, writing, speaking, and listening;

(2) mathematics;

(3) career development and employment-related skills;

(4) social studies; and

(5) science.

(e) Consistent with criteria established by the commissioner, students may demonstrate satisfactory completion of program requirements through verification of the student's:

(1) prior experiences, including kindergarten through grade 12 courses and programs, postsecondary courses and programs, adult basic education instruction, and other approved experiences aligned with the Minnesota academic high school standards applicable to adult learners and their career and college needs;

(2) knowledge and skills as measured or demonstrated by valid and reliable high school assessments, secondary credentials, adult basic education programs, and postsecondary entrance exams;

(3) adult basic education instruction and course completion; and

(4) applied and experiential learning acquired via contextualized projects and other approved learning opportunities.

(f) Program providers must transmit a student's record of work to another approved consortium for any student who transfers between approved programs under this subdivision. The commissioner must establish a uniform format and transcript to record a student's record of work and also the manner under which approved consortia maintain permanent student records and transmit transferred student records. At a student's request, a program provider must transmit the student's record of work to other entities such as a postsecondary institution or employer.

(g) The commissioner may issue a standard adult high school diploma and transmit the transcript and record of work of the student who receives the diploma. Alternatively, a school district that is a member of an approved consortium providing a program under this subdivision may issue a district diploma to a student who satisfactorily completes the requirements for a standard adult high school diploma under this subdivision.

(h) The commissioner must identify best practices for adult basic education programs and develop adult basic education recommendations consistent with this subdivision to assist approved consortia in providing an adult high school diploma program. The commissioner must provide assistance to consortia providing an approved adult high school diploma program.

(i) The commissioner must consult with practitioners from throughout Minnesota, including educators, school board members, and school administrators, among others, who are familiar with adult basic education students and programs, on establishing the standards, requirements, and other criteria needed to ensure, consistent with subdivision 8, that persons with a standard adult high school diploma are as equally well prepared and qualified graduates as persons with a standard high school diploma. The commissioner, in consultation with the practitioners, shall regularly review program requirements and diploma standards.

***Source:*** [***Minnesota Office of the Revisor of Statutes Website***](https://www.revisor.mn.gov/statutes/?id=124D.52) ***(https://www.revisor.mn.gov/statutes/?id=124D.52)***

## Proposed Adult Diploma Implementation Plan

### Recommended Implementation Phases

1. Initial Development (Now-October 2014)
2. Pilot Phase (November 2014-June 2015)
3. Full Launch (July 2015-ongoing)

### Entities

The primary entities that could lead the formation of the state adult diploma and aid local implementation with approved Adult Basic Education (ABE) consortia include the Minnesota Department of Education, an adult diploma working group and a new consultation team.

### Minnesota Department of Education

***Proposed duties for staff***

Brad Hasskamp (ABE Policy and Operations Specialist): facilitate the department’s efforts in implementing the state adult diploma by: leading the adult diploma working group and its meetings; organizing and facilitating the consultation team; monitoring the local adult diploma programs; assisting in the development of state adult diploma forms, reports, evaluations and other resources; and checking in with department leadership regularly and upon request.

Todd Wagner (State ABE Supervisor): recommend consultation team membership, approve local program applications, and oversee evaluation and reporting, including the revision of state databases.

Alice Smith (GED Records Specialist): load state adult diploma graduate information into the state system and will print diplomas and transcripts for graduates.

Jim Colwell (State GED Administrator): provide technical assistance with the GED®, other high school equivalency exam options, and additional assessment- and credential-related areas as needed.

Julie Dincau (ABE Transitions Specialist), Cherie Eichinger (ABE Support Assistant), Astrid Liden (ABE Professional Development Specialist), and Laurie Rheault (ABE Grants Specialist): provide technical assistance and support to local ABE consortia in implementing adult diploma programming, upon request.

Department leadership: oversee the work of the implementation team, review the evaluation and reporting regarding the diploma, and advise the credential policies and operations regularly.

Additional department staff could collaborate with the state adult diploma upon request and as available.

### Working Group (ABE practitioners)

The working group formed in January 2014. It has met monthly to develop and discuss detailed issues in implementing the state adult diploma. The group has been and would continue to be facilitated by the ABE Policy and Operations Specialist. The working group would spend time working as a large group and in sub-groups to help define how local consortia could meet the competencies in language arts, mathematics, science, social studies, and employability and career development areas. The group and sub-groups would seek additional resources and expertise from the Minnesota Department of Education and other outside sources, as needed. Working group recommendations would be presented to the department and/or consultation team. The group would include 15-30 local ABE practitioners with expertise and interest in secondary credential programming, including representatives from selected state adult diploma pilot programs. Convening costs for the working group can be covered by ABE supplemental service providers using their grant funds.

## Working Group Meeting Schedule

| **Meeting Time** | 9:15am-3:30pm |
| --- | --- |
| **Meeting Dates** | Monthly, third Monday of the month |
| **Meeting Location** | Minnesota Department of Education  1500 Highway 26 West, Roseville, MN |

| **Date** | **Topics** | **Room** |
| --- | --- | --- |
| Tuesday, May 20, 2014 | Discuss implementation plan  Debate purpose and target population details  Further discussion of grid |  |
| Friday, June 20 | Make recommendations regarding consultation team | 108  Roseville ABE Fairview Center\*  (not at MDE) |
| Tuesday, July 22 | K-12 standards training | CC-14  Conference Center A |
| Tuesday, August 19 | Advising | Sunwood  St. Cloud Kelly Inn\*  (not at MDE) |
| Monday, September 15 | Portfolio exploration, MCIS presentation | CC-14  Conference Center A |
| Monday, October 20 | Advising follow up, Work Keys presentation | CC-14  Conference Center A |
| Monday, November 17 | Pilot development | CC-14  Conference Center A |
| Monday, December 15 | Pilot training | CC-17  Conference Center B |
| Monday, January 26, 2015 | Pilot members discuss implementation issues | CC-17  Conference Center B |
| Monday, February 23 | Implementation issues, review frameworks | CC-17  Conference Center B |
| Monday, March 16 | Implementation issues, discuss evaluations | CC-17  Conference Center B |
| Monday, April 20 | Implementation issues, database follow up | CC-17  Conference Center B |
| Monday, May 18 | CCRS Training | CC-17  Conference Center B |
| Monday, June 15 | CCRS Training, recommend next steps to full launch | CC-17  Conference Center B |
| July 20, 2015 | Evaluate pilots, prepare for full launch |  |
| August 17, 2015 | Training for full launch |  |
| September 21, 2015 | Potential full launch |  |

### Consultation Team (Multiple stakeholders)

The consultation team is comprised of 10-20 representatives from stakeholder entities. It will provide feedback and recommendations regarding standards, local program requirements and local adult diploma programming applications to guide the Minnesota Department of Education during implementation of the new State Standard Adult Diploma. The team will be facilitated by the ABE Policy and Operations Specialist. The advisory team will meet 4-6 times per year for 3 hour sessions; meetings and records will be public. The team’s recommendations will be presented to the department. Membership will include individuals representing stakeholders, including practitioners, school board members and administrators who work with ABE to advise the department in implementing the state adult diploma, with some members coming from the working group. Additional department staff will participate as available and as relevant. Preference will be given to candidates with experience in GED© and adult diploma programming that create a mix of program size and regional representation. Convening costs for the working group can be covered by ABE supplemental service providers using their grant funds.

## Consultation Team Meeting Schedule

| **Meeting Time** | 9:30am-12:30pm |
| --- | --- |
| **Meeting Dates** | Typically quarterly, often on first Monday of the month |
| **Meeting Location** | Minnesota Department of Education  1500 Highway 26 West, Roseville, MN |
| **Meeting Frequency** | 4-6 meetings per year typically |

| **Date** | **Topics** | **Room** |
| --- | --- | --- |
| November 24, 2014 | First meeting: History, working group overview, approve pilot application form | CC-14  Conference Center A |
| December 8, 2014 | Discuss pilot training, review evaluation criteria needed from local pilots and other programs | CC-3 & 4  Conference Center A |
| March 2, 2015 | Discuss pilots, portfolios and advising models, prepare evaluation report | CC-18  Conference Center B |
| May 4, 2015 | Review pilot information/data | CC-18  Conference Center B |
| August 3, 2015 | Evaluate pilots, review application, recommend approved local state adult diploma program timeline | CC-18  Conference Center B |
| Fall 2015 | Develop training recommendations for local programs |  |

Participation: in person or via conference call for people from a long distance who are unable to travel. Webinar options will be attempted but cannot be guaranteed.

### ABE Supplemental Service Providers

ABE supplemental service grant recipients that focus on program quality and professional development could help the implementation process by using their grant funds to:

* Support the State Adult Diploma Working Group and the Consultation Team by covering their convening costs (Literacy Action Network);
* Explore effective resources and models to provide comprehensive advising and career development planning, as noted in state statute and through best practice (Minnesota Workforce Council Association);
* Evaluate resources recommended by the working group, especially distance learning curricula and platforms (St. Paul Community Literacy Consortium); and
* Organize professional development opportunities for approved adult diploma programs in ABE consortia and their practitioners, including administrators, instructors, assessment staff, and advisors (Literacy Action Network and ATLAS).

### Approved Adult Diploma Programs in ABE Consortia (Pilots and Full Launch)

Individual or a regional collaborative of consortia could submit an application to the state ABE office that serves as an addendum to the approved five-year ABE narrative and describes the proposed local Adult Diploma Program. Applications will be reviewed by the advisory committee and approved by the department. Consortia must identify staff for the following adult diploma local program roles: administrator, advisor, assessment proctor, and instructor. Once approved, consortia would operate adult diploma programming and comply with expectations of Commissioner as established in grant assurances and policies. They would effectively serve appropriate adult diploma students and document efforts in the state ABE database and requested supplemental evaluations/reports. The approved consortia would maintain transcripts of work completed and submit final transcripts when complete using a state-approved database or other method. All approved adult diploma programs would submit an adult diploma program application for reauthorization once every five years with the ABE consortium narrative or more frequently in the case of specialized monitoring due to low performance, as determined by state and federal accountability standards.

### Detailed Implementation Timeline (DRAFT)

| **Date** | **MDE** | **Working Group** | **Consultation Team** | **Local Programs** |
| --- | --- | --- | --- | --- |
| ***Now-Ongoing*** | Lead working group (ongoing).  Discuss and approve implementation plans. | Meets monthly |  |  |
| ***July 2014*** | Finalize advisory committee applications.  Revise staff position descriptions. | Meet with MDE staff on K-12 standards |  |  |
| ***August 1, 2014*** | Approve consultation team membership |  |  |  |
| ***August 31, 2014*** | Revamp data systems | Recommend pilot models and application form |  |  |
| ***September 2014*** | Facilitate advisory committee (ongoing) |  |  |  |
| ***October 2014*** | Explore pilots |  |  |  |
| ***November 2014*** | Develop pilots (ongoing) |  | First meeting: overview | Pilot program applications due |
| ***December 2014*** |  | Pilot Training part 1 | Pilot recommendations | Pilot programs begin phase 1 |
| ***January 2015*** |  | Pilot Training parts 2-3 |  | Pilots launch |
| ***March 2015*** |  | Pilot issue monitoring | Pilot issue monitoring, stakeholder messaging |  |
| ***April 2015*** | Submit first evaluation to commissioner and legislature | Pilot visit, CCRS Training |  |  |
| ***May 2015*** |  | CCRS Training, Full launch prep | Pilot visit and evaluation |  |
| ***June 2015*** | Evaluate pilots and next steps | Evaluate pilots and next steps |  | End pilot phase 1 |
| ***July 2015*** | Post application form for all ABE consortia |  |  | Complete applications for full launch |
| ***August 2015*** | Approve applications | Review and recommend next steps | Review and recommend next steps | Submit applications for full launch |
| ***September 2015*** |  |  |  | Approved programs begin programming |

# Section Two: Standards and Application

## Minnesota State Adult Diploma Competency Domains

Competencies for the Minnesota State Adult Diploma are based on:

* Minnesota’s current K-12 Academic Standards, which can be found on the [**Minnesota Department of Education website**](http://education.state.mn.us/MDE/EdExc/StanCurri/index.html) (http://education.state.mn.us/MDE/EdExc/StanCurri/index.html);

To operationalize the standards, approved Minnesota ABE programs embed:

* College and Career Readiness Standards (CCRS) for Adult Education, which are the Federal ABE Standards, which can be found on the [**U.S. Department of Education website**](http://www.ed.gov/edblogs/ovae/2013/04/22/college-and-career-readiness-ccr-standards-for-adult-education/) (www.ed.gov/edblogs/ovae/2013/04/22/college-and-career-readiness-ccr-standards-for-adult-education/);
* Academic, Career and Employability Skills (ACES) Transitions Integration Framework, which can be found on the [**ATLAS website**](http://atlasabe.org/professional/transitions) (http://atlasabe.org/professional/transitions); and
* Northstar Digital Literacy Standards, which can be found on the [**Northstar Digital Literacy Assessment website**](http://www.digitalliteracyassessment.org/standards.php) (www.digitalliteracyassessment.org/standards.php).

In order to graduate, an Adult Diploma Student must complete the following in an Adult Basic Education State Adult Diploma Program that is approved by the Minnesota Department of Education:

**Career Development and Employability Skills**

1. Self-Management
2. Developing a Future Pathway
3. Navigating Systems
4. Digital Literacy Skills

**English Language Arts**

1. Reading
2. Language
3. Speaking and Listening
4. Writing

**Mathematics**

1. Number Sense
2. Algebra
3. Geometry and Measurement
4. Data, Statistics, and Probability

**Science**

1. The Nature of Science and Engineering
2. Life Science
3. Physical Science
4. Earth and Space Science

**Social Studies**

1. U.S. Government and Citizenship
2. Economics
3. Geography
4. History

**Additional competencies** may be identified in the individualized personal learning plan based on the students’ learning and career goals.

| **Competency Domain** | **Guiding Standards** |
| --- | --- |
| English Language Arts | Minnesota K-12 Standards  College and Career Readiness Standards |
| Mathematics | Minnesota K-12 Standards  College and Career Readiness Standards |
| Social Studies | Minnesota K-12 Standards |
| Science | Minnesota K-12 Standards |
| Employability and Career Development | Academic, Career and Employability Skills (ACES) Transitions Integration Framework (TIF)  Northstar Digital Literacy Standards |

### Standards Links

[**Academic, Career, and Employability Skills (ACES) Transitions Integration Framework (TIF)**](http://atlasabe.org/professional/transitions) (http://atlasabe.org/professional/transitions)

[**College and Career Readiness Standards (CCRS) for Adult Education**](http://lincs.ed.gov/publications/pdf/CCRStandardsAdultEd.pdf) (http://lincs.ed.gov/publications/pdf/CCRStandardsAdultEd.pdf)

[**Minnesota's K-12 Academic Standards**](http://education.state.mn.us/MDE/EdExc/StanCurri/K-12AcademicStandards/index.htm) (http://education.state.mn.us/MDE/EdExc/StanCurri/K-12AcademicStandards/index.htm)

[**Northstar Digital Literacy Standards**](https://www.digitalliteracyassessment.org/standards.php) (https://www.digitalliteracyassessment.org/standards.php)

## Options for Demonstrating Completion

State Adult Diploma students may successfully complete each competency through one of the following ways, as approved by the Commissioner and by the approved local ABE Adult Diploma Program:

* **Prior Experience-Based** **Competency Verification** (in a K-12 course, postsecondary course, or other MDE-approved experience)
* **Test-Verified Knowledge** (in a quality standardized assessment for high schools, secondary credentials, ABE programs and/or postsecondary entrance exams as approved by the state ABE office and local ABE program)
* **ABE Course Participation and Demonstration** (skills and competencies are demonstrated and documented, as defined in the standards; examples could include classes that combine academic, college and career content, like special adult diploma classes, GED® (or high school equivalency testing) preparation, Accuplacer classes, college readiness classes, subject-specific classes, FastTRAC programming, etc.)
* **Applied Learning** (through a project or other method that is approved by the Commissioner and is included in the local ABE Adult Diploma Program’s approved application; examples might include projects based on the National External Diploma Program (NEDP) offered through CASAS.)

### Official Competency Completion Options

#### Potential Language Arts Competency Completion Options

*Section One: Language Arts*

| ***Potential Completion Option*** | ***Evidence*** |
| --- | --- |
| Completion of required English Language Arts high school credits (as acceptable by postsecondary institutions and Pell eligible) |  |
| Foreign Secondary English Language Arts Course Passing and Completion Verification (as acceptable by postsecondary institutions and Pell eligible) |  |
| Completion and passing grade in postsecondary courses that align to identified competencies in each English Language Arts area |  |
| Accuplacer Reading Test Score Verification (78+) and Writing Test Score Verification (86+) |  |
| GED (2002 Version) score 410+ on Reading and 410+ Writing tests |  |
| GED (2014 Version) score 150+ on RLA and Social Studies or Science tests |  |
| MCA Language Arts Tests Passing scores (50+ or “M” or “E” rating) |  |
| Passing BST Language Arts tests and ABE instruction (Level E Competency Demonstration) |  |
| TOEFL Passing Scores (Reading 15+, Writing 4.0+, Speaking 3.5+ and Listening 14+, as acceptable by postsecondary institutions and Pell eligible for college credit-level coursework) |  |
| ACT Score 18+ on Writing and 21+ on Reading tests |  |
| ABE instruction (CCRS Level E Competency Demonstration in Reading, Writing, Speaking and Listening, and Language) |  |
| Approved and standards-aligned interdisciplinary and/or culminating project with written report and oral presentation |  |

*Section Two: Writing Sample*

| ***Potential Completion Option*** | ***Evidence*** |
| --- | --- |
| Acceptable completion of writing sample that is scored by rubric |  |

#### Potential Mathematics Competency Completion Options

*Section One: Secondary Readiness*

| ***Potential Completion Option*** | ***Evidence*** |
| --- | --- |
| CASAS Math Score 211+ |  |
| TABE Total Math Score 442+ |  |
| GED (2002 Version) Mathematics Passing Score (410+) |  |
| GED (2014 Version) Mathematics Passing Score (150+) |  |
| Completion and passing grade in postsecondary courses that align to identified competencies in Mathematics |  |
| Accuplacer Math scores (either Elementary Algebra 60+ or Intermediate Algebra score of 47+) |  |
| MCA Math Test Passing Score (“M” or “E” rating) |  |
| Passing BST Math test and ABE instruction (CCRS Level E Competency Demonstration) |  |
| ACT Score 16+ on Math test |  |

*Section Two: Secondary Level*

| ***Potential Completion Option*** | ***Evidence*** |
| --- | --- |
| Completion of required Math high school credits (as acceptable by postsecondary institutions and Pell eligible) |  |
| Foreign Secondary Math Course Passing and Completion Verification (as acceptable by postsecondary institutions and Pell eligible) |  |
| GED (2002 Version) Mathematics Passing Score (410+) |  |
| GED (2014 Version) Mathematics Passing Score (150+) |  |
| Completion and passing grade in postsecondary courses that align to identified competencies in Mathematics |  |
| Accuplacer Math scores (either Elementary Algebra 60+ or Intermediate Algebra score of 47+) |  |
| MCA Math Test Passing Score (“M” or “E” rating) |  |
| Passing BST Math test and ABE instruction (CCRS Level E Competency Demonstration) |  |
| ACT Score 16+ on Math test |  |
| ABE instruction (CCRS Level E Competency Demonstration) – Prerequisite: student must first demonstrate secondary-readiness with a TABE Total Math 442+ or CASAS Math 211+ |  |

#### Potential Science Competency Completion Options

| ***Potential Completion Option*** | ***Evidence*** |
| --- | --- |
| K-12 Science Course Credit Passing and Completion Verification (as acceptable by postsecondary institutions and Pell eligible) |  |
| Completion and passing grade in postsecondary courses that align to identified competencies in Science |  |
| GED (2002 Version) Science test passing score (410+) |  |
| GED (2014 Version) Science test passing score (150+) |  |
| ABE instruction (verified demonstration of secondary-level competencies in the Nature of Science and Engineering, Life Science, Physical Science, and Earth and Space Science) |  |
| Approved and standards-aligned interdisciplinary and/or culminating project with written report and/or oral presentation |  |

#### Potential Social Studies Competency Completion Options

| ***Completion Option*** | ***Evidence*** |
| --- | --- |
| K-12 Social Studies Course Credit Passing and Completion Verification (as acceptable by postsecondary institutions and Pell eligible) |  |
| Completion and passing grade in postsecondary courses that align to identified competencies in social studies |  |
| GED (2002 Version) Social Studies passing score 410+ |  |
| GED (2014 Version) Social Studies passing score 150+ |  |
| ABE instruction (verified demonstration of secondary-level competencies in the U.S. Government and Citizenship, Economics, History and Geography) |  |
| Approved and standards-aligned interdisciplinary and/or culminating project with written report and/or oral presentation |  |

#### Potential Employability, Career Development and Digital Literacy Competency Completion Options

*Section One: Resume Completion*

| ***Potential Completion Option*** | ***Evidence*** |
| --- | --- |
| Resume Completion |  |

*Section Two: Self-Management*

| ***Potential Completion Option*** | ***Evidence*** |
| --- | --- |
| Participation in advising and demonstration through adult diploma program participation |  |

*Section Three: Developing a Future Pathway*

| ***Potential Completion Option*** | ***Evidence*** |
| --- | --- |
| ABE instruction aligned to ACES TIF Developing a Future Pathway that addresses competencies identified in domain |  |
| APEX College and Career Readiness Course (aligned to standards) |  |
| Guided career packet completion with workforce development staff |  |
| Approved and aligned independent project that utilizes online resources (such as iseek.org, Minnesota Career Information System, GPS LifePlan, mymncareers.org) that addresses competencies |  |

*Section Four: Navigating Systems*

| ***Potential Completion Option*** | ***Evidence*** |
| --- | --- |
| An employer or course instructor verifies in writing that the learner has met all skills of the standard |  |
| ABE instruction aligned to ACES TIF Navigating Systems that addresses competencies identified in domain |  |
| Approved and aligned independent project that addresses competencies identified in domain (can include volunteer experience and work experience, if verified) |  |

*Section Five: Digital Literacy*

| ***Potential Completion Option*** | ***Evidence*** |
| --- | --- |
| Northstar Digital Literacy Assessments (5 tests with 85%+ correct per test in a proctored environment) |  |
| Evidence of competency demonstrated through the application of skills in an ABE classroom, DL platform, or employment situation (using the standards as a checklist/rubric) and typing speed verification (15+ words/minute) |  |

# Employability and Career Development

## Competency Domain Standards

There are 3 ACES Standards, 5 Northstar Digital Literacy Standards and the development of a professional resume required in the area of Employability/Career Development and Digital Literacy.

1. Professional Resume
2. ACES Self-Management Standard
3. ACES Developing a Future Pathway Standard
4. ACES Navigating Systems Standard
5. Northstar Digital Literacy Standards
   1. Email
   2. Basic Computer
   3. World Wide Web
   4. Word (or google docs)
   5. Mac OS or Windows
   6. Social Media (This module is optional)

### ACES Transitions Integration Framework: Self-Management

The self-management standard will be introduced at the initial advising session and will be demonstrated/assessed throughout the advising process.  Once a student completes their diploma, this standard will be validated by their advisor. (Notice that the components of this standard are documented throughout the advising process in the advising tool, and evidenced by the completion of the online portfolio via Learner Web.)

ACES Self-Management (SM):Self-management refers to steps, strategies, and skills that individuals can use toward the achievement of goals. Some examples include organizing study materials, setting goals, and monitoring progress. Teaching self-management will prepare learners to succeed in environments where there is little guidance, structure and monitoring.

#### Skill 1: SWBAT Set realistic goals and work independently to achieve them

Sub Skills:

a. Identify steps to achieve a goal

b. Identify potential obstacles

c. Use strategies and resources to overcome obstacles

d. Monitor progress in achieving one’s goal and make adjustments as needed

e. Persevere and stick with a task until completion

f. Evaluate the quality of the outcome or product of a task

#### Skill 2:  SWBAT Manage information and materials for one’s own learning and goals

Sub Skills:

a. Identify tools and organizational method (e.g., chronologically, categorically) for the

organization of information and/or materials

b. Select and use appropriate organizational tool for given task

c. Evaluate effectiveness of organization strategy

#### Skill 3: SWBAT Manage time effectively to complete tasks

Sub Skills:

a. Identify time demands

b. Utilize tools for time management

c. Prioritize tasks using criteria (negotiable vs. nonnegotiable, proximity of deadline, importance) to build efficiency and competence

d. Estimate time needed to complete tasks

e. Set deadlines

f. Evaluate progress and adjust accordingly

### ACES Transitions Integration Framework: Developing a Future Pathway

Students will be considered competent in the standard “Developing a Future Pathway” if they complete:

* the MindQuest Academy course “Career Explorations”
* a FastTRAC Bridge that aligns with this standard
* an APEX College and Career Readiness course
* (under the guidance of a workforce counselor) a career packet at one of the Local one-stop (workforce centers) or a local workforce partner - for example one that is used with the dislocated worker/WIA Adult programs
* an independent project - (to be designed) that utilizes online resources such as iseek.org, Minnesota Career Information System, GPS LifePlan, mymncareers.org that addresses this standard.

ACES  Developing a Future Pathway (DFP): Developing a future pathway builds the aptitude to more fully understand one's own skills, interests and talents and how these are transferable to a successful career or success in one's family or larger community. Activities include using a variety of data and research methods to identify and choose a potential pathway, goal setting, and learning about the culture of being a professional in the United States. Teaching the skills in this category will help learners to be more self-actualized and purposeful in the choices that they make about their future

#### Skill 1: SWBAT Evaluate personal skills, strengths, values, and beliefs to inform decisions about one’s future pathway.

Sub Skills:

a. Recognize and use vocabulary related to skills, values and beliefs

b. Identify personal interests

c. Reflect on successes and challenges to identify skills and aptitudes

d. Recognize how one’s values and beliefs impact choices regarding a future pathway

#### Skill 2:  SWBAT  Explore available options in order to identify one’s future pathway

Sub Skills:

a. Link personal skills and interests to various careers or community opportunities

b. Explore the job market and current employment trends

c. Conduct research on community resources, education, and training options

#### Skill 3: SWBAT Effectively complete the steps needed to enter into a selected pathway

Sub Skills:

a. Research and outline the process needed to enter into a volunteer opportunity, educational program, or career

b. Gather and organize requisite information and documents needed for a particular step in the process [work history, awards, certificates]

c. Implement appropriate strategies to complete each step [networking, job shadowing, conducting informational interviews]

### ACES Transitions Integration Framework: Navigating Systems

Students will be considered competent in the “navigating systems” standard when:

* An employer or course instructor verifies in writing that the learner has met all skills of the standard
* Student completion of an ABE course, where all skills in the standard are embedded in the curriculum
* Student completion of an independent project, including a volunteer experience, work experience, or other approved project (for example skill set #1 could be evidenced by completion of the admissions/FAFSA applications at a local college or training center, navigating the MFIP system, utilizing county service agencies, transportation systems, public health systems, or job search activities)

ACES Navigating Systems (NS): Navigating Systems is the ability to successfully function within the institutions and organizational structures (such as school, workplace, or community organizations) in one’s life. Successful learners and are those who are able to adapt to their environment and problem solve when issues arise. Examples of activities in this category could include looking at and evaluating processes, evaluating and fitting into a particular environment, and understanding and breaking down policies. Teaching the skills in this category will assist the learner in understanding new experiences, and help them to become their own best advocate.

#### Skill 1: SWBAT... Seek information or assistance appropriately from others in order to successfully navigate specific systems

Sub Skills:

a. Identify and utilize resources (print, electronic, and human) that aide in navigating specific systems (e.g., employee handbooks, HR department, student support services)

b.  Recognize, develop, and maintain relationships that may provide further or future assistance

c.  Demonstrate appropriate self-advocacy when faced with barriers

#### Skill 2: SWBAT... Identify and comply with rules, policies and performance expectations within institutions and organizational structures

Sub Skills:

a. Follow standard procedures and protocols regarding behavior and tasks (punctuality,

calling in sick, proper cell phone or computer use)

b. Use appropriate documentation processes for tasks (filing emails, cc-ing emails to

others, taking messages)

c. Differentiate formal and informal speech, dress and communication and apply

appropriately to various situations

d. Actively reflect on personal performance and seek feedback

e. Acknowledge mistakes, recognize consequences for them, and offer options for

redress

#### Skill 3: SWBAT... Identify and follow norms of an organizational structure

Sub Skills:

a. Identify the hierarchy or chain of command of an institution

b. Choose appropriate processes for communication within a hierarchy (e.g., scheduling a meeting, using communication forms, completing documentation)

c. Recognize one’s rights and processes for appeals within an organization

d. Identify opportunities for advancement within an organization

### Northstar Digital Literacy Standards

Students will be considered competent in Northstar Digital Literacy Standards when:

* They demonstrate competency (85% correct) on each of 5 Northstar Digital Literacy Assessments (e-mail, world wide web, basic computer, word, and windows or mac os) in a proctored environment
* There is evidence of competency through the application of skills in an ABE classroom, DL platform, or employment situation (using the standards as a checklist/rubric) and they demonstrate competency of 15 words per minute for keyboarding

If they are lacking any of the above, competencies may be met through the following options:

* Completion of Northstar Learner Web plans in the deficient areas and follow up Northstar assessments in a proctored environment
* Complete an ABE class that would allow them to practice and demonstrate the Northstar standards
* Utilize online resources to learn the necessary skills and re-test on Northstar in a proctored environment

#### The Standards for Northstar Digital Literacy

* [Basic Computer Skills](http://www.digitalliteracyassessment.org/standards.php#basiccomputer)
* [Mac OS X or Windows](http://www.digitalliteracyassessment.org/standards.php#osx)
* [World Wide Web (Internet)](http://www.digitalliteracyassessment.org/standards.php#www)
* [Emai](http://www.digitalliteracyassessment.org/standards.php#email)l
* [Word (google docs)](http://www.digitalliteracyassessment.org/standards.php#word)

#### Basic Computer Skills

1. Distinguish between desktop and laptop computers.
2. Identify specific computer hardware: a system unit, monitor, printer, keyboard, mouse or touchpad, USB port
3. Turn computer and monitor on and off
4. Log on to computer
5. Demonstrate knowledge of function and placement of keys on keyboard: Enter, Shift, Control, Backspace, Delete, Arrow Keys, Tab, Caps Lock, Number Lock
6. Identify types of mice: mouse and touchpad
7. Identify mouse pointer shapes and match them to the correct context of use: typing arrow (text), arrow (basic clicking), hand pointer (clickable links)
8. Demonstrate appropriate use and ability to right-click and left-click
9. Double click and right click
10. Drag and drop
11. Use mouse to select check boxes, use drop-down menus and scroll
12. Adjust volume and mute audio
13. Plug in headphones correctly and use when appropriate
14. Identify icons on desktop (Internet Browser, Control Panel, Recycle Bin, Skype)
15. Demonstrate the ability to use the recycle bin correctly for trashing and retrieving items
16. Demonstrate understanding that it is possible to customize a computer for increased accessibility
17. Demonstrate understanding that mice can be customized for left-handed people and that the speed of clicking can also be customized
18. Demonstrate understanding that screen resolution can be changed
19. Demonstrate understanding that software programs are upgraded periodically and that different versions may be installed on different computers
20. Identify storage media: USB/Flash drives (external) and hard drive (external and internal)

#### World Wide Web

1. Identify an Internet Service Provider and identify the main options for connecting to the internet: Dial-up, High Speed (cable or DSL), or wireless connection.
2. Identify commonly used browsers (Internet Explorer, Firefox, Chrome, Safari) and demonstrate knowledge of function.
3. Identify the address bar and enter a URL address.
4. Identify a website.
5. Identify a homepage.
6. Identify the following browser toolbar buttons and demonstrate the ability to use them: home, refresh, stop, back, forward
7. Use scroll bars to view different portions of webpages
8. Identify a hyperlink and demonstrate the ability to use a hyperlink to access other webpages.
9. Create a new tab, open a webpage in a tab, and move between tabs.
10. Enlarge the displayed text size
11. Fill out an online form.
12. Correctly enter CAPTCHA security codes.
13. Use zoom function to enlarge image (CTRL+ or CTRL-)
14. Identify search engines (Google, Yahoo!, Bing) and enter search terms into the search engine.
15. Identify pop-up windows and close them.
16. Identify pop up windows have been blocked and enable individual pop up windows as needed
17. Identify common domain types: com, org, gov, edu.
18. Demonstrate knowledge that there are ways to increase Internet safety for children.
19. Identify antivirus software providers and function of antivirus software (Norton, McAfee, AVG).
20. Avoid providing personal or financial information unless on a secured website (https://)

#### Windows

1. Identify the operating system used by a computer.
2. Shutdown, restart, and log off a computer.
3. Open, close and switch between windows
4. Minimize and maximize windows
5. Identify the toolbar and menus.
6. Identify the taskbar.
7. Start, and exit programs (Microsoft Word, Excel, PowerPoint)
8. Identify drives on a computer: CD/DVD, floppy, hard drive (C), USB port, network drives (A, B, D, F, H, etc.)
9. Access the help menu.
10. Identify the desktop.
11. Demonstrate knowledge of Windows file organizational system and use it to locate files/documents (desktop, My Document, My Computer)
12. Use "Search" to locate a file or document
13. Delete documents or files.
14. Open programs.
15. Identify basic office software programs (Microsoft Word, Excel, Powerpoint), demonstrate knowledge of their functions, and identify their corresponding file extensions.
16. Open files using appropriate programs

#### Mac OS X

1. Identify the operating system.
2. Identify the Dock.
3. Identify the Menu Bar.
4. Identify the desktop.
5. Use Finder to locate files, folders, and applications.
6. Move and delete documents or files.
7. Identify devices on a computer.
8. Open applications using the Application Folder.
9. Minimize and expand windows.
10. Open applications using the Dock.
11. Close and switch between applications.
12. Quit an application.
13. Demonstrate knowledge of System Preferences.
14. Demonstrate knowledge of Dashboard.
15. Use the help menu.
16. Use "Spotlight" to locate a document.
17. Log out and shutdown a computer.

#### Email

1. Register for new email account in online program
2. Create username and secure password
3. Log into email
4. Create an email message
5. Address an email, including to more than one recipient
6. Send an email
7. Open an email
8. Reply to only the sender of an email or to all recipients (reply all)
9. Forward an email
10. Add an attachment to an email
11. Open an attachment in an email
12. Move or delete an email and retrieve an email from the trash
13. Understand basics of email etiquette: don't use all capital letters, fill in the subject line, use appropriate greetings & closings
14. Use caution when opening an email from an unfamiliar or unexpected source and avoid opening suspicious attachments
15. Avoid giving out personal information (especially financial information) or email address to unfamiliar people
16. Identify and delete junk mail, including spam
17. Be selective and cautious about forwarding email to large groups of people
18. Define: Computer virus
19. Define and tell the difference between a URL and an email address (see World Wide Web)

#### Word

1. Create a new document
2. Save and close a document
3. Open existing document
4. Identify ribbon and toolbars
5. Demonstrate knowledge of the difference between "Save" and "Save As" functions.
6. Use Save As to save to a particular folder or file location and name the document.
7. Use undo and redo arrows
8. Cut, copy and paste
9. Use spell check and grammar check
10. Format the size, color and type of font
11. Align text: left, center and right justify
12. Set single or double spacing
13. Use bullets and automatic numbering
14. Use print preview and print.
15. Set margins
16. Select portrait or landscape
17. Identify file extensions, corresponding document types and associated programs used to open them: pdf, xls, doc, docx, rtf, pub, ppt, pptx

## Self-Management Advising Checklist

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_        Advisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Skills** | **Yes** | **No** | **N/A** |
| **Skill 1 Set realistic goals and work independently to achieve them** |  |  |  |
| a. Identify steps to achieve a goal |  |  |  |
| b. Identify potential obstacles |  |  |  |
| c. Use strategies and resources to overcome obstacles |  |  |  |
| d. Monitor progress in achieving one’s goal and make adjustments as needed |  |  |  |
| e. Persevere and stick with a task until completion |  |  |  |
| f. Evaluate the quality of the outcome or product of a task |  |  |  |
|  |  |  |  |
| **Skill 2  Manage information and materials for one’s own learning and goals** |  |  |  |
| a. Identify tools and organizational method (chronologically, categorically) for the organization of information and/or materials |  |  |  |
| b. Select and use appropriate organizational tool for given task |  |  |  |
| c. Evaluate effectiveness of organization strategy |  |  |  |
|  |  |  |  |
| **Skill 3: Manage time effectively to complete tasks** |  |  |  |
| a. Identify time demands |  |  |  |
| b. Utilize tools for time management |  |  |  |
| c. Prioritize tasks using criteria (negotiable vs. nonnegotiable, proximity of deadline, importance) to build efficiency and competence |  |  |  |
| d. Estimate time needed to complete tasks |  |  |  |
| e. Set deadlines |  |  |  |
| f. Evaluate progress and adjust accordingly |  |  |  |

## Navigating Systems Checklist

**Navigating Systems** is the ability to successfully function within the institutions and organizational structures (such as school, workplace, or community organizations) in one’s life.

**Students will be considered competent in the “navigating systems” standard when:**

**1. An employer or course instructor verifies in writing that the learner has met all skills of the standard**

**2. Completion of an ABE course, where all skills in the standard are embedded in the curriculum**

**3. Completion of an independent project, including a volunteer experience, work experience, or other approved project** (for example skill set #1 could be evidenced by completion of the admissions/FAFSA applications at a local college or training center, navigating the MFIP system, utilizing county service agencies, transportation systems, public health systems, or job search activities)

### Is the student/employee able to demonstrate the below skills on the checklist?

**Skill 1: Seek information or assistance appropriately from others in order to successfully navigate specific systems**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skill** | **Yes** | **No** | **N/A** | **Initials** |
| a. Identify and utilize resources (print, electronic, and human)  that aid in navigating specific systems (e.g., employee handbooks, HR department, student support services) |  |  |  |  |
| b. Recognize, develop, and maintain relationships that may provide further or future assistance |  |  |  |  |
| c. Demonstrate appropriate self-advocacy when faced with barriers |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Skill 2: Identify and comply with rules, policies and performance expectations within institutions and organizational structures**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skill** | **Yes** | **No** | **N/A** | **Initials** |
| a. Follow standard procedures and protocols regarding behavior and tasks (punctuality, calling in sick, proper cell phone or computer use) |  |  |  |  |
| b. Use appropriate documentation processes for tasks (filing emails, cc-ing emails to others, taking messages) |  |  |  |  |
| c. Differentiate formal and informal speech, dress and communication and apply appropriately to various situations |  |  |  |  |
| d. Actively reflect on personal performance and seek feedback |  |  |  |  |
| e. Acknowledge mistakes, recognize consequences for them, and offer options for redress |  |  |  |  |

**Skill 3: Identify and follow norms of an organizational structure**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skill** | **Yes** | **No** | **N/A** | **Initials** |
| a. Identify the hierarchy or chain of command of an institution |  |  |  |  |
| b. Choose appropriate processes for communication within a hierarchy (e.g., scheduling a meeting, using communication forms, completing documentation) |  |  |  |  |
| c. Recognize one’s rights and processes for appeals within an organization |  |  |  |  |
| d. Identify opportunities for advancement within an organization |  |  |  |  |
|  |  |  |  |  |

## Employer Navigating Systems Evaluation Checklist

**Navigating Systems is the ability to successfully function within organizational structures.  As an employer, we are asking that you please verify in writing that the student/employee has demonstrated the skills listed below.  This evaluation will be used as evidence of high school graduation competency completion.  Any evidence you can provide will be very helpful.**

Diploma Student Name:

Signature Date

*\*By signing this form, you are granting Adult Basic Education permission to discuss this checklist with your employer and to use this evidence as proof of high school competency completion.*

Name and title of person completing this form:

Phone Number and/or email: Date

**Skill 1:** **Seek information or assistance appropriately from others in order to successfully navigate specific systems.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skill** | **Yes** | **No** | **N/A** | **Initials** |
| a. Identify and utilize resources (print, electronic, and human) that aid in navigating specific systems (e.g., employee handbooks, HR department, student support services) |  |  |  |  |
| **Evidence** | | | | |
| b.  Recognize, develop, and maintain relationships that may provide further or future assistance |  |  |  |  |
| **Evidence** | | | | |
| c.  Demonstrate appropriate self-advocacy when faced with barriers |  |  |  |  |
| **Evidence** | | | | |

**Skill 2: Identify and comply with rules, policies and performance expectations**

**within institutions and organizational structures        Yes     No   N/A      Initial**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skill** | **Yes** | **No** | **N/A** | **Initials** |
| a. Follow standard procedures and protocols regarding behavior and tasks (punctuality, calling in sick, proper cell phone or computer use) |  |  |  |  |
| **Evidence** | | | | |
| b. Use appropriate documentation processes for tasks(filing emails, cc-ing emails to others, taking messages) |  |  |  |  |
| **Evidence** | | | | |
| c. Differentiate formal and informal speech, dress and communication and apply appropriately to various situations |  |  |  |  |
| **Evidence** | | | | |
| d. Actively reflect on personal performance and seek feedback |  |  |  |  |
| **Evidence** | | | | |
| e. Acknowledge mistakes, recognize consequences for them, and offer options for redress |  |  |  |  |
| **Evidence** | | | | |

**Skill 3: Identify and follow norms of an organizational structure**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skill** | **Yes** | **No** | **N/A** | **Initials** |
| a. Identify the hierarchy or chain of command of an institution |  |  |  |  |
| **Evidence** | | | | |
| b. Choose appropriate processes for communication within a hierarchy (e.g., scheduling a meeting, using communication forms, completing documentation) |  |  |  |  |
| **Evidence** | | | | |
| c. Recognize one’s rights and processes for appeals within an organization |  |  |  |  |
| **Evidence** | | | | |
| d. Identify opportunities for advancement within an organization |  |  |  |  |
| **Evidence** | | | | |

**Employer Comments:**

**Employer Signature Date**

## Northstar Digital Literacy Standards Checklist

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_             Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Set up a free GMAIL email account (unless you already have one)
  + GMAIL address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Take and pass the ***Northstar Digital Literacy Assessments*** with **85%** or higher ([http://www.digitalliteracyassessment.org](http://www.digitalliteracyassessment.org/))

**\*PRINT THE RESULTS PAGE for each module\* Attempt**

**1st        2nd**

* Module 1: Basic Computer: \_\_\_\_\_\_\_%    \_\_\_\_\_\_\_%
* Module 2: World Wide Web: \_\_\_\_\_\_\_%    \_\_\_\_\_\_\_%
* Module 3: Windows / Mac OS X: \_\_\_\_\_\_\_%    \_\_\_\_\_\_\_%
* Module 4: Email: \_\_\_\_\_\_\_%    \_\_\_\_\_\_\_%
* Module 5: Microsoft Word (or Google Docs): \_\_\_\_\_\_\_%    \_\_\_\_\_\_\_%

**\* Students who score less than 85% can access Face-to-Face computer classes or online learning modules through Learner Web.\***

Please turn in all printed copies of assessment results to Angie Blackstad in the ABE office. Once all items have been completed and turned in, you will be scheduled to meet for another advising session.

**Angie Blackstad**                             **Open Computer Lab at Lincoln Community Center:**

(507) 207-3055                        Monday - Thursday        Friday

ablack2@isd77.k12.mn.us                 8:30 am - 2

# English Language Arts

## Competency Domain Standards

**Students will be considered competent in language arts if they have at least one of the following:**

* College-level scores on the reading (78+) and writing (86+) Accuplacer tests
* Completion of required Language Arts high school credits
* 2014 GED® scores of 150+ on both the RLA **and** the Social Studies **or** Science test + writing sample
* 2002 GED® scores of 410+ on Reading **and** Social Studies **or** Science + writing sample
* Completion of applicable college classes
* ACT 18+ on writing and 21+ on reading

**All students will be asked to give a writing sample that will be scored by a rubric for advising purposes.** Please see the writing rubric later in this section.

If students are lacking all of the above, competencies may be met through one of the following options:

### Reading

Students could potentially meet the reading competencies through the following:

1. Successful completion or demonstration of skills in an approved reading course
2. 78+ on the reading comprehension Accuplacer test
3. 150+ on the RLA and Social Studies or Science 2014 GED® test (or “Likely to Pass” score on GED Ready if proctored)
4. 450+ on the Language Arts Reading test and 450+ on the Social Studies or Science test in the 2002 GED® Test
5. High school language arts coursework
6. Approved and aligned college coursework
7. Applicable NEDP tasks
8. Interdisciplinary projects or content-area projects requiring an oral presentation
9. Approved, research-based culminating project with presentation
10. TOEFL (Score 15-21)
11. BST/MCA Passing Score (minimum of 50 on MCA for “M” Meets Expectations or “E” Exceeds Expectations)

### Language

Students could potentially meet the language competencies through one of the following:

1. Successful completion or demonstration of skills in an approved grammar course
2. Successful completion of an approved vocabulary course or course with embedded vocabulary instruction
3. 86+ on the writing Accuplacer test and 78+ on the reading comprehension Accuplacer tests
4. 150+ on the RLA and Social Studies or Science 2014 GED® test (or “Likely to Pass” score on GED Ready if proctored)
5. 450+ on the Language Arts, Reading test and 450+ on the Language Arts, Writing test in the 2002 GED® Test
6. High school language arts coursework
7. Approved and aligned college coursework
8. Applicable NEDP tasks
9. TOEFL Passing Score

### Speaking and Listening

Students can meet the speaking and listening competencies through one of the following

1. Successful completion or demonstration of skills in an approved speech/communications class
2. High school coursework in speech/communications
3. College coursework in speech/interpersonal communications
4. Applicable NEDP tasks
5. Interdisciplinary projects or content-area projects requiring an oral presentation
6. Approved, research-based culminating project with presentation
7. Listening to and evaluating classroom speakers
8. TOEFL (Speaking Score of 3.5-5.0 and Listening Score of 14-21)

### Writing

Students can meet the writing competencies through one of the following:

1. Successful completion or demonstration of skills in an approved writing course
2. 86+ on the writing Accuplacer test + writing sample
3. Score of 18 or higher on the English ACT test
4. 150+ on the RLA GED® 2014 + writing sample
5. 410+ on the Language Arts, Writing GED® 2002 test + writing sample
6. High school language arts coursework
7. Aligned postsecondary coursework, as approved by the Commissioner
8. Interdisciplinary projects or content-area projects requiring an oral presentation
9. Approved, research-based culminating project with presentation
10. Applicable NEDP tasks
11. TOEFL (Passing Score of 4.0-5.0)
12. BST/MCA (Score of 3.0 in writing for either)

## English Language Arts (ELA) Rubric

| **Reading Anchor** | **No context/**  **absence of evidence** | **LEVEL A** | **LEVEL B** | **LEVEL C** | **LEVEL D** | **LEVEL E** |
| --- | --- | --- | --- | --- | --- | --- |
| **Cite evidence and infer** |  | Ask and answer questions about key details | Ask and answer 5Ws+H of key details | Refer to details/examples when explaining text and drawing inferences; Quote accurately | Cite textual evidence to support analysis and inferences | Cite textual evidence to support explicit analysis and inferences |
| **Analyze and summarize main idea** |  | Identify main idea and retell details | Identify main idea, recount key details and how they support main idea | Identify main idea, supporting details and summarize; determine theme in literature and summarize. | Identify theme or central idea and how it is conveyed through details; summarize without personal opinion or judgments | Identify theme/central idea and analyze its development through specific details; summarize objectively; paraphrase accurately |
| **Analyze text development and interaction** |  | Describe connection between 2 individuals, events, ideas or pieces of info | Use time, sequence and cause/effect language to describe textual relationships | Explain events, procedures/ideas or concepts based on specific info | Analyze text connections and distinctions between individuals, ideas, or events; precisely follow a multistep procedure | Explain how individuals, ideas or events interact and develop over the course of text; determine possible cause/effect in a series of events; precisely follow multi-step procedures |
| **Interpret meanings of words and phrases** |  | Use questioning to determine or clarify meaning of words/phrases | Determine meaning of general academic and domain- specific words in contextualized text | Determine meaning of general academic and domain-specific words in contextualized text; determine meaning of figurative language | Determine meaning of figurative, connotative and technical meanings; analyze impact of word choice on meaning and tone | Determine meaning of figurative, connotative and technical meanings; analyze cumulative impact of word choice on meaning and tone |
| **Analyze text structure** |  | Know and use text features to locate key facts or info efficiently | Know and use text features and search tools to efficiently locate key facts or info | Describe overall structure of a text; compare/contrast overall structure of 2 or more texts | Analyze how sentences, paragraphs, chapters or sections fit into structure and contribute to the development of ideas; analyze how author structure contributes to development of ideas | Analyze in detail how author’s ideas or claims are developed and refined; analyze and evaluate effectiveness of structure in exposition/argument |
| **Assess author’s point of view/purpose** |  |  | Identify main purpose of a text; distinguish own POV from author’s | Compare/ contrast POV in multiple accounts of same event/topic; describe how narrator’s/ speaker’s POV influences description of events | Determine author’s POV or purpose and how author analyzes counterarguments; identify where author’s POV or purpose is revealed | Determine author’s POV or purpose and analyze use of rhetoric to advance POV or purpose; distinguish between what is stated and what is really meant in text; compare POV of 2 or more authors on same or similar topics |
| **Integrate and evaluate diverse media sources** |  | Use illustrations and details to describe key ideas | Use illustrations/ words in text to demonstrate understanding; Explain how aspects of illustrations contribute to what is conveyed by words in a story | Interpret visual, oral or quantitative info and explain contribution to understanding; locate an answer or solve a problem efficiently from multiple print or digital sources | Integrate info from different media/formats/words to develop coherent understanding of a topic; integrate info expressed in words with a visual version of the same info | Integrate quantitative analysis with qualitative analysis in print or digital text; translate quantitative or technical info in words to visual form and vice versa; integrate and evaluate multiple info sources in different formats to address a question or solve a problem |
| **Evaluate and analyze arguments** |  | Identify reasons an author gives to support textual points | Describe how reasons support specific author points in text | Explain author reasons/evidence to support points and match support with specific points | Delineate and evaluate an argument and evidence for relevance, sufficiency and/or irrelevance | Delineate and evaluate an argument and evidence for validity, relevance, sufficiency; identify fallacies in reasoning |
| **Compare and contrast two or more texts** |  | Identify basic similarities and differences between 2 texts on the same topic | Compare/ contrast important points and key details in 2 texts on the same topic | Integrate info from several texts on the same topic in order to write or speak knowledgeably about the subject | Analyze a case in which 2 or more texts on the same topic conflict and identify text disagreements due to facts or interpretations | Analyze seminal U.S. documents; compare/contrast findings presented to those from other sources noting when findings support or contradict previous info |
| **Read and comprehend complex texts** |  | See CCRS for specific info on measuring text complexity | See CCRS for specific info on measuring text complexity | See CCRS for specific info on measuring text complexity | See CCRS for specific info on measuring text complexity | See CCRS for specific info on measuring text complexity |

| **Language Anchor** | **No context/absence of evidence** | **LEVEL A** | **LEVEL B** | **LEVEL C** | **LEVEL D** | **LEVEL E** |
| --- | --- | --- | --- | --- | --- | --- |
| **Demonstrate conventions of standard English grammar and usage** |  | See CCRS or checklists for specific learner targets at this level | See CCRS or checklists for specific learner targets at this level | See CCRS or checklists for specific learner targets at this level | See CCRS or checklists for specific learner targets at this level | See CCRS or checklists for specific learner targets at this level |
| **Demonstrate command of mechanics of standard English** |  | See CCRS or checklists for specific learner targets at this level | See CCRS or checklists for specific learner targets at this level | See CCRS or checklists for specific learner targets at this level | See CCRS or checklists for specific learner targets at this level | See CCRS or checklists for specific learner targets at this level |
| **Apply knowledge of language contextually for meaning, style and comprehension** |  |  | Choose word/phrases for effect; recognize differences between conventions of spoken and written standard English | Choose words and phrases to convey precise ideas/ punctuation for effect; differentiate between formal /informal English discourse; expand, combine, reduce sentences for effect; compare/ contrast varieties of English | Vary sentence patterns; maintain consistency in style and tone; choose language that expresses ideas precisely and concisely |  |
| **Analyze meanings of unknown or multiple-meaning words and phrases** |  | Use context clues; use affixes; Identify root words | Use context clues; use prefixes and known root words to determine meaning; predict compound words meanings; use print/digital references | Use context clues; use grade-appropriate Greek and Latin affixes and roots; consult reference materials | Use context clues; use grade-appropriate Greek and Latin affixes and roots; consult reference materials; verify preliminary determination of word/phrase meaning | Use context clues; identify and correctly use word families; consult reference materials; verify preliminary determination of word/phrase meaning |
| **Understand figurative language, word relationships and nuances in word meaning** |  | Sort words into categories, and define by categories/ key attributes; identify real-life connections between words and use; distinguish nuances among verbs and adjectives | Distinguish literal/non-literal meanings of words/phrases in context; identify real-life connections between words and use; distinguish nuances that describe states of mind or degrees of certainty | Interpret figurative language; recognize and explain idioms, adages and proverbs; use relationships between words to better understand each of the words |  |  |
| **Acquire and use academic vocabulary accurately for reading, writing, speaking and listening** |  | Use words and phrases acquired through conversations, reading and being read to; use simple conjunctions | Use words and phrases acquired through conversations, reading and being read to including adverbs and adjectives to describe | Acquire and use accurately level-appropriate general and domain specific words/phrases | Acquire and use accurately level-appropriate general and domain specific words/phrases; gather vocabulary knowledge when considering a word/phrase | Acquire and use accurately level-appropriate general and domain specific words/phrases sufficient for reading, writing, speaking and listening at college and career level; demonstrate independence in gathering vocabulary knowledge |

| **Speaking & Listening Anchor** | **No context/absence of evidence** | **LEVEL A** | **LEVEL B** | **LEVEL C** | **LEVEL D** | **LEVEL E** |
| --- | --- | --- | --- | --- | --- | --- |
| **Converse and collaborate effectively with diverse partners** |  | Listen to others; take turns speaking; continue the conversation | Build conversations by linking comments to remarks of others | Ask questions to clarify; review key ideas; explain own ideas in light of discussion | Connect ideas of several speakers using relevant evidence, observations and ideas | Pose/respond to questions/evidence; respond to diverse perspectives; synthesize evidence from all sides of the argument |
| **Integrate and evaluate diverse media and formats** |  | Ask/answer questions about key details; request clarification | Determine main ideas and supporting details of a text read aloud | Paraphrase portions of text; summarize a text read orally | Analyze main ideas and supporting details; analyze purpose of information | Integrate multiple sources of information in order to make informed decisions and solve problems |
| **Evaluate a speaker’s point of view** |  | Ask/answer questions to seek help, get information or clarify | Identify reasons and evidence speaker provided to support particular point | Delineate speaker’s arguments, etc. and note which are supported by evidence/which are not | Evaluate the soundness of the reasoning/relevance of the evidence and identify irrelevant evidence | Evaluate speaker’s point of view, reasoning, evidence, assessing stance, premise, word choice, emphasis, and tone |
| **Present information, findings and evidence in an organized way, appropriate to audience** |  | Describe people, places, things, events with relevant details | Tell a story or recount an experience with appropriate facts and relevant details | Present findings, sequencing ideas logically, using pertinent descriptions, facts, details; use appropriate eye contact, volume, pronunciation | Emphasize important points in a focused, coherent manner using relevant evidence, valid reasoning and well-chosen details | Convey a clear and distinct perspective; alternative or opposing perspectives are addressed |
| **Strategically use digital media and visual displays of data** |  | Add drawings/ other visual displays to provide additional detail | Adds audio and visual displays when appropriate to enhance development of main ideas/themes | Include multimedia (graphics, images, music, sound) and visual displays to clarify information | Integrate multimedia and visual displays to strengthen claims and evidence/add interest | Make strategic use of digital media to enhance understanding of findings, reasoning and evidence |
| **Adapt speech to a variety of contexts and tasks** |  | Speak audibly and express thoughts, feelings and ideas clearly | Speak in complete sentences in order to provide requested detail or clarification | Differentiate between contexts that call for formal English and situations where informal discourse is appropriate | Adapt speech to a variety of contexts and tasks, demonstrating command of formal English when appropriate | Adapt speech to a variety of contexts and tasks, demonstrating command of formal English when appropriate |

| **Writing Anchor** | **No context/absence of evidence** | **LEVEL A** | **LEVEL B** | **LEVEL C** | **LEVEL D** | **LEVEL E** |
| --- | --- | --- | --- | --- | --- | --- |
| **Write arguments using reason and evidence** |  |  |  |  |  |  |
| **Write informative/explanatory text to convey information clearly and accurately** |  |  |  |  |  |  |
| **Write narratives using effective technique, details and sequencing** |  |  |  |  |  |  |
| **Produce clear and coherent writing** |  |  |  |  |  |  |
| **Plan, revise, edit, rewrite or try a new approach** |  |  |  |  |  |  |
| **Employ technology to produce, publish, interact and/or collaborate** |  |  |  |  |  |  |
| **Conduct research projects** |  |  |  |  |  |  |
| **Gather from multiple sources, assess credibility and accuracy and avoid plagiarism** |  |  |  |  |  |  |
| **Draw evidence from text to support analysis, reflection and research** |  |  |  |  |  |  |

## Sample Writing Rubric

**PLACEMENT IN WRITING CLASSES**

|  |  |
| --- | --- |
| 5-Component Rubric  Score **50-59**  (and a minimum CASAS score of 210 on Form 83 or higher) | Writing 1 |
| 5-Component Rubric  Score **60-69** | Writing 2 |
| 5-Component Rubric  Score **70-75** | Writing 3  Minimum **reading score of 5.0** on Form M or higher |
| 5-Component Rubric  Score **76-84** | English 950  college intake appointment required; **reading score of 6.4-8.1** on Form D or higher |
| 5-Component Rubric  Score **80-89** | Engl 960  H.S. diploma/GED required as well as a college intake; minimum **reading score of 8.2** on Form D or higher |
| 5-Component Rubric  Score **90+** | Accuplacer Test  Recommended |

## Sample Level A Language Competencies Checklist

| **Competency** | **Evidence** |
| --- | --- |
| 1. Print all upper- and lowercase letters |  |
| 1. Use common, proper and possessive nouns |  |
| 1. Use singular and plural nouns with verb agreement |  |
| 1. Use personal, possessive and indefinite pronouns |  |
| 1. Use past, present and future verbs |  |
| 1. Use frequently occurring adjectives |  |
| 1. Use frequently occurring nouns and verbs |  |
| 1. Use frequently occurring conjunctions (e.g., and, but, or, so, because) |  |
| 1. Use determiners such as articles and demonstratives |  |
| 1. Use frequently occurring prepositions (e.g., during, beyond, toward) |  |
| 1. Understand and use interrogatives (5Ws+H) |  |
| 1. Produce and expand complete simple and compound declarative, interrogative, imperative and exclamatory sentences in response to prompts |  |

# Mathematics

## Competency Domain Standards

### Mathematics Competencies

Students will be considered competent in math if they have at least one of the following:

1. Taking nationally recognized college entrance exam score, testing out of Developmental Education
2. Completed current state high school math credit requirements
3. Passing the 2014 GED, HiSET, or TASC math component
4. Passing the MCA II Grad math component
5. Verified documentation/transcripts from other countries

Additional Considerations:

1. Passed college credit bearing math class
2. Passed highest Dev Ed math course, and deemed “college-ready” for math

Regardless of competency, students will be encouraged to continue math studies until they graduate in order to improve their skills.

If students are lacking either of the above, competencies will be evaluated on the topics listed below.

### Number Sense (pre-high school level)

The student is able to:

 Demonstrate foundational math skills including

* estimating
* adding and subtracting multi-digit numbers
* multiplying and dividing positive and negative multi-digit numbers
* using fractions
* applying decimals
* using percentages
* problem solving: multi-step, real-life word problems
* using ratios and proportions
* using US and metric measurements

**This can be done through:**

1. Successful completion of a basic ABE math appropriate leveled courses
2. Passing score on a basic skills math test (BST or GED 2002)
3. Score of 8.0 (551) or higher on the TABE D
4. Passing established math exam during initial advising session.
5. Approved project taken from math competency rubric

### Algebra

The student is able to:

* simplify algebraic expressions (combining like terms)
* factor polynomial
* solve algebraic equations
* solve algebraic inequalities
* graph and analyze linear equations
* interpret functions (slope and intercepts)
* simplify polynomial expressions
* solve polynomial equations
* integer exponents
* scientific notation

**This can be done through:**

1. Successful completion of an algebra course from widely known accredited institution- ie: prior high school or ABE.  Burden for proof of accreditation is on student.  If unable to prove, testing or coursework will be required
2. Passing algebra exam during initial advising session
3. Alternative projects as described in math competency rubric

**Geometry and Measurement**

The student is able to:

* solve problems using two dimensional objects: perimeter and area
* solve problems using three dimensional object: surface area and volume
* similar figures for scale drawings, map reading, blueprint reading
* Pythagorean theorem

**This can be done through:**

1. Successful completion of a geometry course from widely known accredited institution- ie: prior high school or ABE.  Burden for proof of accreditation is on student.  If unable to prove, testing or coursework will be required
2. Passing geometry exam during initial advising session
3. Alternative projects as described in math competency rubric

### Data, Statistics and Probability

The student is able to:

* mean, median, mode and range
* interpret data and solve problems related to graphic representations
* make and evaluate inferences based on data found in charts, graphs and tables

**This can be done through**:

1. Successful completion of a statistics, probability, and data analysis embedded course from widely known accredited institution- ie: prior high school or ABE.  Burden for proof of accreditation is on student.  If unable to prove, testing or coursework will be required
2. Passing data, statistics and probability exam during initial advising session.
3. Alternative projects as described in math competency rubric

## Mathematics Rubric

| **Mathematics**  **Topic** | **Pre- High School level** | **Suggested ideas of projects a program could use to demonstrate competencies** | **High School level** | **Suggested ideas of projects a program could use to demonstrate competencies** | **College Readiness** |
| --- | --- | --- | --- | --- | --- |
| **Number Sense** | | | | | |
|  | **Basic operations with multiple digits numbers** | Financial literacy- demonstrate check books skills, addition and subtraction with positive and negative numbers, | **Exponents, square roots** |  |  |
|  |  | Financial literacy: shopping, comparing sale items, etc. using add/subt/mult/div |  |  |  |
|  | **Decimals, fractions, percents** | Financial literacy- show budget using a pie chart with percents, fractions and decimals representation |  |  |  |
|  |  | Financial literacy- shopping, demonstrating use of percents, decimals, fractions, eg: sales and sales tax |  |  |  |
|  |  | Working within a recipe and cooking, |  |  |  |
|  | **Order of operations** |  |  |  |  |
|  | **Problem Solving: Solve realistic one step problems** | Write their own real life situation where they used one step problem solving, and solve the problem showing their work. | **Solve realistic multi-step problems** |  | **Solve realistic multi-step problems** |
|  | **Estimation: Mental arithmetic, round answers to appropriate place value** |  | **Use estimate to determine reasonableness in your answers** | Oral presentation |  |
|  | **Ratios and Proportions: Solve for an unknown using a ratio or proportion (rational equations)** | Work with scale drawing of house, multiplying or dividing a recipe, compute trip distance, rate and time,… |  |  |  |
| **Algebra** | | | | | |
|  |  |  | **Simplify Algebraic Expressions** |  |  |
|  |  |  | **Factor Polynomial (GCF)** |  | **Factoring trinomials** |
|  |  |  | **Solve Algebraic equations and inequalities, in both one and two variables** |  | **Analyze, Solve, and Graph Systems of Equations and Inequalities** |
|  |  |  | **Graph linear equations on coordinate plane/ analyze graphs** | Project demonstrating skills: example- write an linear equation representing your cell phone bill, projecting future expenses, graph on a coordinate plane, and show data… | **Analyze, Solve and Graph Quadratic Equations** |
|  |  |  | **Interpret functions (identify slope, intercept)** | **Interpret functions (identify domain, range, minimum, maximum, intercepts)** |
|  |  |  | **Simplify polynomial expressions** |  |  |
|  |  |  | **Solve polynomial equations** |  |  |
|  |  |  | **Integer exponents** |  | **Rational exponents** |
|  |  |  | **Scientific notation** |  |  |
| **Geometry and Measurement** | | | | | |
|  | **US and metric measurements and convert** | Bring in a unit measurement of their choice, and convert from one system to the other. | **Solve problems using 2-dimensional objects- Perimeter and area** | Make scale drawing of a room, compute perimeter of floor, volume for paint for walls, surface area for carpet, etc… | **Compose and Decompose 2 &3 dimensional figures** |
|  |  |  | **Solve problems using 3-dimensional objects- surface area and volume** |  |
|  |  |  | **Similar figures for scale drawings- map reading/ blue prints** |  |
|  |  |  | **Use Pythagorean Theorem** |  |  |
| **Statistics, Data, and Probability** | | | | | |
|  |  |  | **Mean, Median, Mode, and Range** | Find the price of an item (ex: burger) from several different restaurants or find different salaries from varied careers. Create a chart showing mean, median, and mode and range |  |
|  |  |  | **interpret data and solve problems related to graphic representations** | Bring a printed data report (newspaper clipping of a chart or graph) and explain and interpret the findings in detail-computing when necessary. |  |
|  |  |  | **Make and evaluate inferences based on data as found in charts, graphs, tables** |  |  |

## Sample Student Math Checklist

**Student Name (First, Middle, Last)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### Area #1:  Number Sense

|  |  |  |  |
| --- | --- | --- | --- |
| **Competency** | **Mastery Date** | **Teacher Signature** | **How Met?** |
| Estimating |  |  |  |
| Adding and subtracting multi-digit numbers |  |  |  |
| Multiplying and dividing positive and negative multi-digit numbers |  |  |  |
| Order of operations |  |  |  |
| Fractions |  |  |  |
| Decimal |  |  |  |
| Percents |  |  |  |
| Problem solving:  multi-step, real-life problems |  |  |  |
| Ratios and proportions |  |  |  |
| US and metric measurements |  |  |  |

### Area #2:  Data, Statistics & Probability

|  |  |  |  |
| --- | --- | --- | --- |
| **Competency** | **Mastery Date** | **Teacher Signature** | **How Met?** |
| Mean, median, mode and range |  |  |  |
| Interpret data and solve problems related to graphic representations |  |  |  |
| Make and evaluate inferences based on data found in charts, graphs and tables |  |  |  |

### Area #3:  Algebra

|  |  |  |  |
| --- | --- | --- | --- |
| **Competency** | **Mastery Date** | **Teacher Signature** | **How Met?** |
| Simplify algebraic expressions (combining like terms) |  |  |  |
| Factor polynomial |  |  |  |
| Solve algebraic equations |  |  |  |
| Solve algebraic inequalities |  |  |  |
| Graph and analyze linear equations |  |  |  |
| Interpret functions (slope and intercepts) |  |  |  |
| simplify polynomial expressions |  |  |  |
| Integer exponents, square root |  |  |  |
| Solve polynomial equations |  |  |  |
| Scientific notation |  |  |  |

### Area #4:  Geometry

|  |  |  |  |
| --- | --- | --- | --- |
| **Competency** | **Mastery Date** | **Teacher Signature** | **How Met?** |
| Solve problems using two dimensional objects:  perimeter and area |  |  |  |
| Solve problems using three dimensional object:  surface area and volume |  |  |  |
| Similar figures for scale drawings, map reading, blueprint reading |  |  |  |
| Pythagorean Theorem |  |  |  |

# Science

## Competency Domain Standards

The science competency domain standards identify key **science practices** to demonstrate and include the following content areas:

1. The Nature of Science and Engineering
2. Life Science
3. Physical Science
4. Earth and Space Science

### The Nature of Science and Engineering

The student is able to:

Investigate an area of science using a scientific inquiry process. Show an understanding of the scientific method, using empirical criteria, logical argument and skeptical review

This can be done through:

1. Successful completion of a science course
2. Essay(s), research paper(s), formal presentation(s), and/or other documentation, as approved by MDE
3. Passing score on a science exam, such as the GED®

Describe how science, technology, engineering, mathematics and society interact in order to meet needs and solve problems.  Demonstrate how the context of scientific effort influences society, and is influenced by society.

This can be done through:

* Successful completion of a science course that includes engineering topics
* Essay(s), research paper(s), formal presentation(s), and/or other documentation, as approved by MDE
* Passing score on a science exam, such as the GED®

### Life Science

The student is able to:

Demonstrate an understanding of the structure and function of living organisms.

Explain how living things are interdependent and constantly changing through time and determine the human impact on natural systems. Examine the concept of ecosystems, including the transformation and transfer of energy and matter, and the processes of evolution and extinction.

This can be done through:

1. Successful completion of a life science course (i.e. one year of biology credits)
2. Essay(s), research paper(s), formal presentation(s), and/or other documentation, as approved by MDE
3. Passing score on a science exam, such as the GED®

Demonstrate an understanding of how the human body functions or fails to function based on structure, processes, heredity, environment, disease, maintenance, and age.

This can be done through:

1. Successful completion of a science course that includes human body systems topics
2. Essay(s), research paper(s), formal presentation(s), and/or other documentation, as approved by MDE
3. Passing score on a science exam, such as the GED®

### Physical Science

The student is able to:

Demonstrate an understanding of matter (properties, structure and changes), motion (forces) and energy (types and transformations).

This can be done through:

1. Successful completion of a physical science course (i.e. passing one year of physical sciences in high school)
2. Essay(s), research paper(s), formal presentation(s), and/or other documentation, as approved by MDE
3. Passing score on a science exam, such as the GED®

### Earth and Space Science

The student is able to:

Explain how the earth and our solar system interact and change over time and how these changes impact formations of the earth’s surface and atmosphere. Investigate aspects of these changes as they relate to human interaction with global environments.

This can be done through:

1. Successful completion of a science course
2. Essay(s), research paper(s), formal presentation(s), and/or other documentation as approved by MDE
3. Passing score on a science exam, such as the 2002 or 2014 GED

## Science Rubric

| **Competencies** | **No Context/ Absence of Evidence** | **A. Familiarity** | **B. Concrete Understanding** | **C. Analyze/Apply** | **D. Evaluate & Use** | **E. Reframe/Create** |
| --- | --- | --- | --- | --- | --- | --- |
| **Science Practices** | | | | | | |
| Comprehend Scientific Presentations |  | Read and understand scientific literature | Summarize scientific articles | Identify reliable sources of scientific information | Compare 2 or 3 scientific articles and identify conflicts | Prepare a presentation that supports an idea based on scientific investigative work |
|  |  |  | Summarize scientific information using tables, charts and graphs | Use a scientific articles to support a position or opinion you have |  |
| Investigation Design |  | Identify different ways to collect data | Collect and organize observable data | Conduct an investigation, record results, analyze and present results | Determine if results from scientific investigation address hypothesis and are reliable | Design and conduct a scientific investigation to test a hypothesis, analyze results, draw conclusions |
|  | Understand step of scientific investigation | Conduct pre-designed investigations, record results |  |  |  |
|  |  | Summarize results of experiments |  |  |  |
| Reasoning from Data |  | Observe and collect data | Master the SI system of units | Identify bias in data | Evaluate theories or investigations for reliability of sources and data | Create a problem, cause, solution argument using facts and opinions |
| Evaluating Conclusions With Evidence |  | Sort data by color, size, texture, etc. | Draw conclusions from pre-existing data | Adapt and use different devises to present data and give conclusions on reliability | Apply investigation results to different situations | Take an old problem and add new evidence and draw new conclusions |
| Expressing Scientific Information |  | Fill in given charts and graphs with pre-existing data | Read Charts & graphs of pre-existing data | Use the SI system of units to present data | Apply scientific vocabulary to explain results from analysis of data gained or reviewed | Use effective methods to explain analysis of finding using scientific vocabulary, charts and graphs |
| Scientific Theories |  | Describe scientific theories | Differentiate between hypothesis, theory and fact | Describe why scientific theory changes over time and what evidence/data was responsible | Compare current competing theories | Give and defend one theory over a competing one |
|  |  |  |  |  | How do theories affect scientists and nonscientists? |  |
| Probability and Statistics |  | Understand the relationship between science and math | Use mean, median and mode to evaluate a given set of scientific data | Collect data, analyze the data by finding the using 4 statistical measures and create a chart of one of those | Evaluate statistical data and determine the best measure for accurate display | Design an experiment, collect data, analyze date using statistical measures and draw conclusions about adjusting the experiment design |
|  |  | Understand the connection between science and probability | Design an experiment to test a probability hypothesis and collect the data |  |  |
| **Life Science** | | | | | | |
| Human Body and Health |  | Identify the characteristics and interaction between cells, tissues, organs and body systems | Describe how organs and body systems interact to meet the needs of organisms, especially vertebrates | Describe the importance of carbohydrates, lipids, proteins and nucleic acids that allow organisms to grow, survive and reproduce | Evaluate the effectiveness of vaccines in preventing disease | Use cost-benefit analysis for a major medical treatment |
|  | Give the name and function of each body system | Understand the relationship between viruses, bacteria, fungi and parasites | Describe the importance of active and passive transport in organism survival | Identify common cancers, rates, treatments, etc. | Evaluate harm/benefit of diet programs |
|  |  | Describe how homeostasis is maintained in humans |  | Understand human cellular reproduction |  |
| Relationship between Life systems and Energy Flow |  | Differentiate between the different Kingdoms | Understand the photosynthetic process | Analyze the relationship between organ systems | Evaluate American Indian sustainable land us practices | Cause/Effect Movement of disease/virus' (Polio, HIV, Ebola) |
|  | Identify the relationship between the food chain and food web | Describe how producers, consumers and decomposers are connected | Analyze the relationship between respiration and photosynthesis |  |  |
| Ecosystems |  | Identify an ecosystem and its parts | ID MN native plant species | Analyze how matter and energy are transformed and transferred in an ecosystem | Describe the human impact, both beneficial and harmful on natural systems | Evaluate the risk/danger of draining a marsh |
|  |  | Compare/contrast the following relationships: predator/prey, parasite/host, and producer/consumer/decomposer | Design and construct a habitat for a living organism that meets its need for food, air and water | Find and evaluate the success of a land restoration project |  |
| Organization of Life (Structure and Function) |  | Describe and sort plants into groups according to physical characteristics and behaviors | Describe the difference between plant and animal structures and functions | How do antibodies fight diseases & how do vaccines assist in the fight | Identify plant propagation techniques and benefits of each |  |
|  |  | Use the microscope and other scientific instruments to observe and collect data on microscopic and macroscopic organisms | Define the relationship between cellular reproduction and cancer |  |  |
|  |  |  | Show similarities/ differences of active and passive transport |  |  |
| Molecular Basis for Heredity |  | Identify plant characteristics | Understand human cellular reproduction | Analyze how protein synthesis occurs (DNA/RNA) | Evaluate the Genome Project | What are the consequences of use/misuse of the Genome |
|  |  | Understand sexual & asexual reproduction | Know & use Punnett squares | Explain the results of using Punnett squares |  |
|  | Differentiate between plant and animal cells | Explain how a new plant variety is created (i.e. Honey Crisp Apples) | Support or challenge genetically engineered food | Explain complete and incomplete dominance |  |
| Evolution |  | Explain survival of the fittest | Follow extinction of a species and understand fossil records | Give common causes of the extinction of a species | Give some prevention strategies for threatened species | How do variations and mutations affect society |
| **Physical Science** | | | | | | |
| Conservation, Transformation, and Flow of Energy |  |  | Measure temperature, volume, weight and length of various objects | Explain how mass is conserved during a physical change in a closed system | Perform an experiment to determine if sound travels better through solids or gas. Record measurements and conclusions | Conduct velocity experiments. Change one or two variables. Graph results and draw conclusions. |
|  | Explain the factors affecting the relationship between pitch, sound, vibration | Describe differences between different materials that conduct heat | Use wave properties of light to explain reflection, refraction and the color spectrum | Show how changes in the frequency of a wave affects the wavelength of a wave? Conduct an experiment, virtual or actual, record results. |  |
|  | Explain how light travels | Compare insulators and conductors of heat and electricity | Differentiate and show how kinetic energy is converted to potential energy and vice versa | Use http://audacity.sourceforge.net to show amplitude, period and frequency |  |
|  | Identify ways to generate heat energy | Give examples of thermal, electrical, chemical and mechanical energy and show how energy is transferred from one to another | Show the effectiveness of the combustion engine in terms of energy transfer | Build and test an electric motor and explain how it works. Record results, observations and difficulties |  |
|  | Explain how refrigerators work | Construct an electromagnet | Use earthquakes to explain how seismic waves transfer energy |  |  |
|  |  | Explain why a trumpet and guitar sound different when they play the same note | Describe waves in terms of speed, wavelength, frequency and amplitude | Conduct an experiment to show heat loss. Measure, graph and draw conclusions |  |  |
| Work, Motion, and Forces |  | Describe how push and pull forces make objects move | Show how magnets repel and attract | Measure, calculate and graph the speed of an object traveling in a straight line as a function of time and explain the objects motion | Understand inertia in terms of a car collision | Calculate your weight on different planets using data of the mass and radius of the planets and Newton's universal law of gravitation |
|  | Describe gravity and give examples of how it works | Use simple machines to show input and output of force and motion | Show how an object’s direction is affected by forces acting upon it | Calculate acceleration using specified forces in one dimension F=ma | Use vector diagrams to describe force, velocity and acceleration |
|  | Explain force and speed | Explain how force, speed and direction are related |  | Use Newton's third law of motion to explain driving in the snow |  |
|  | Know how to measure temperature, volume, weight and length | Explain why combustion engines are inefficient at performing work |  |  |  |
|  | Calculate your mass and weight in Denver, the moon and Jupiter |  |  |  |  |
| Matter, Chemical Properties and Reactions Related to Living Things |  | Why does water exist in 3 states of matter | Observe and record water changing states | Conduct an experiment to measure equal amounts of water in its 3 states | Identify common elements by protons, neutrons, electrons and show their relative charges and mass | Describe the role of valence electrons in the formation of chemical bonds |
|  | Describe the basic parts of atoms and molecules | Identify physical changes that occur in materials | Explain/show how the movement in particles explains melting, freezing, condensation and evaporation | Why is the periodic table arranged like it is? | Explain the law of conservation of mass using atom rearrangement in a chemical reaction |
|  | Identify common elements from the periodic table | Differentiate between the mass and weight of an object | Conduct virtual acid/base mixture lab and record results and observations | Where do isotopes come from and why are they important? | Use and describe chemical reactions using symbols |
|  |  | How are elements, compounds, atoms and molecules related | Understand the reactants and products from a chemical reaction | Why are quarks important? | Explain exothermic and endothermic reactions |
|  |  | Identify physical properties of metals and non-metals | Analyze a mixture using physical properties of color, solubility, density, melting point and boiling point | Build models to show ionic and covalent bonding |  |
| **Earth and Space Science** | | | | | | |
| Earth Structure and Processes |  | Recognize differences in rocks & earth strata | Classify physical properties of different minerals | Show connection between atmospheric layers and earth layers | Correlate plate tectonics and volcanic & seismic activity | Defend reasoning for prediction of next large earthquake |
|  | Describe how earth changes | Explain weathering of rocks | Show constructive & destructive processes to create landforms | Show connection between fossils, geologic events, and extinction of life forms | Use satellite imagery to identify tsunami detection/direction |
|  |  | How is soil created? |  |  |  |
| Interdependency within the Earth System |  | Understand weather patterns and explain them | Show the oceans effect on global climate | Find a connection between the water cycle and water table levels | Cause/Effect of global warming | Choose and defend a strategy to reverse global warming |
|  | Describe the water cycle | Describe how wind is created |  | Will lower water tables result in food shortage? Why? |  |
|  | Know the difference between weather and climate | What is the greenhouse effect? | Does acid rain cause food to change taste? | Use data to correlate fossil fuel use and air pollution | Predict the end of the combustion engine |
| The Universe |  | Understand major components of the universe | Describe how the solar system stays in predictable order | Explain hypotheses of how the earth formed to support life | Follow and evaluate the death of a star and its effect on earth | Hypothesize whether Venus or Mars will be better suited to support life |
|  | Describe how the universe fits together | How do gravitational forces work? | Use the Doppler shift to understand a neighbor galaxy | Do planets or moons in our solar system have similar environments conditions to earth? | Support or challenge the NASA program |
|  |  | Explain day length, moon phases and eclipses |  |  |  |
| Human Interactions with Earth Systems |  | Differentiate between renewable & nonrenewable resources | Describe water use worldwide | Is there a connection between oil and natural gas extraction and earthquakes? | Will we pay for water like gas someday? | How would you stop Asian Carp from migrating up the Mississippi River? |
|  |  | Why is recycling important? |  |  |  |
|  |  |  | Analyze man-made satellites: number, size, how many fall, etc. | Are cleaner rivers/lakes healthier rivers/lakes? | Has chemical use in farming been had positive result on the soil? |

## Sample Student Science Checklist

**Student Name (First, Middle, Last)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### Area #1:  Nature of Science and Engineering

| **Competency** | **Mastery Date** | **Teacher Signature** | **How Met?** |
| --- | --- | --- | --- |
| Show an understanding of the scientific method, using empirical criteria, logical argument and skeptical review. |  |  |  |
| Describe how science, technology, engineering, mathematics and society interact in order to meet needs and solve problems. |  |  |  |
| Demonstrate how the context of scientific effort influences society, and is influenced by society. |  |  |  |

### Area #2:  Life Science

| **Competency** | **Mastery Date** | **Teacher Signature** | **How Met?** |
| --- | --- | --- | --- |
| Explain how living things are interdependent and constantly changing. |  |  |  |
| Explain how humans impact natural systems. |  |  |  |
| Explain the concept of ecosystems, including the transformation and transfer of energy and matter. |  |  |  |
| Explain the concept of evolution and extinction. |  |  |  |
| Explain how the human body functions, heredity, environment, disease, maintenance, and age. |  |  |  |

### Area #3:  Earth and Space Science

| **Competency** | **Mastery Date** | **Teacher Signature** | **How Met?** |
| --- | --- | --- | --- |
| Explain how the Earth and our solar system interact and change, and how these changes impact formations of the Earth’s surface and atmosphere, including weather and climate. |  |  |  |
| Explain aspects of earth and space changes as they relate to human interaction with global environments. |  |  |  |

### Area #4:  Physical Science

| **Competency** | **Mastery Date** | **Teacher Signature** | **How Met?** |
| --- | --- | --- | --- |
| Demonstrate an understanding of matter (properties, structure and changes). |  |  |  |
| Demonstrate an understanding of motion (forces). |  |  |  |
| Demonstrate an understanding of energy (types and transformations). |  |  |  |

# Social Studies

## Competency Domain Standards

Minnesota’s K-12 Academic Standards

* U.S. Government and Citizenship
* Economics
* History
* Geography

### Social Studies: U.S. Government and Citizenship

The student is able to:

Demonstrate an understanding of the functions of the three branches (judicial, legislative and executive) and levels (federal, state and local) of government and how they interact with each other and with indigenous and other sovereign nations.

This can be done through:

1. Successful completion of a course that covers U.S. government
2. Essay(s), research paper(s), formal presentation(s), and/or other documentation as approved by MDE
3. Passing score on a social studies exam, such as the GED® 2002 or 2014

Demonstrate an understanding of individual rights, duties and responsibilities within the community, state and nation.

This can be done through:

1. Successful completion of a course that covers U.S. government
2. Essay(s), research paper(s), formal presentation(s), and/or other documentation as approved by MDE
3. Passing score on a social studies exam, such as the GED®

### Social Studies: Economics

The student is able to:

Explain how economic policies and behaviors of individuals, governments, banks, and businesses, both domestic and international, impact themselves, their community, the nation and the world.

This can be done through:

1. Successful completion of an economics course that covers basic micro and macro economic concepts
2. Essay(s), research paper(s), formal presentation(s), and/or other documentation as approved by MDE
3. Passing score on a social studies exam, such as the GED®

Demonstrate personal financial skills, including the ability to plan for the

future, by setting goals, creating a budget, and analyzing short- and long-term

costs and benefits of spending, saving, investing, borrowing and insuring.

This can be done through:

1. Successful completion of an economics course that covers basic personal finance concepts
2. Essay(s), research paper(s), formal presentation(s), and/or other documentation as approved by MDE
3. Passing score on a social studies exam, such as the GED®

### Social Studies: History

The student is able to:

Explain why past patterns influence the present and why history is important to develop an understanding of where we are today and where civilization is headed.

This can be done through:

1. Successful completion of a history course that covers basic history concepts
2. Essay(s), research paper(s), formal presentation(s), and/or other documentation as approved by MDE
3. Passing score on a social studies exam, such as the GED®

Demonstrate historical inquiry, discovery, interpretation and critical analysis of human history and how they change over time.

This can be done through:

1. Successful completion of a history course that covers basic history concepts
2. Essay(s), research paper(s), formal presentation(s), and/or other documentation as approved by MDE
3. Passing score on a social studies exam, such as the GED

### Social Studies: Geography

The student is able to:

Demonstrate the ability to read and interpret geographic representations of physical characteristics, human characteristics and distribution of resources, to report, investigate and analyze information to problem solve and plan for the future.

This can be done through:

1. Successful completion of a geography course that covers basic geographic concepts
2. Essay(s), research paper(s), formal presentation(s), and/or other documentation as approved by MDE
3. Passing score on a social studies exam, such as the GED

Demonstrate the knowledge and understanding of how resources, physical and environmental factors influence and are influenced by human activities (migration, social, economic and political systems) over time.

This can be done through:

1. Successful completion of a geography course that covers basic geographic concepts
2. Essay(s), research paper(s), formal presentation(s), and/or other documentation as approved by MDE
3. Passing score on a social studies exam, such as the GED

## Sample Student Social Studies Checklist

**Student Name (First, Middle, Last)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### Area #1:  Government

|  |  |  |  |
| --- | --- | --- | --- |
| **Competency** | **Mastery Date** | **Teacher Signature** | **How Met?** |
| Functions and interactions of the three branches of government |  |  |  |
| Functions and interactions of the levels of government (Federal, State and local) |  |  |  |
| How government interacts with indigenous and other sovereign nations |  |  |  |
| Individual rights, duties and responsibilities within the community |  |  |  |
| Individual rights, duties and responsibilities within the state |  |  |  |
| Individual rights, duties and responsibilities within the nation |  |  |  |

### Area #2:  Economics

|  |  |  |  |
| --- | --- | --- | --- |
| **Competency** | **Mastery Date** | **Teacher Signature** | **How Met?** |
| Explain the impact of economic policies of individuals on themselves, communities, the nation and the world |  |  |  |
| Explain the impact of economic policies of governments on individuals, communities, the nation and the world |  |  |  |
| Explain the impact of economic policies of banks and businesses on individuals, communities, the nation and the world |  |  |  |
| Personal financial goal setting |  |  |  |
| Personal budget |  |  |  |
| Analyze long-term and short-term costs of spending and saving |  |  |  |
| Analyze long-term and short-term costs of investing and borrowing |  |  |  |
| Analyze long-term and short-term costs of insuring |  |  |  |

### Area #3:  History

|  |  |  |  |
| --- | --- | --- | --- |
| **Competency** | **Mastery Date** | **Teacher Signature** | **How Met?** |
| Explain why past patterns influence the present |  |  |  |
| Explain why history is important to develop an understanding of where we are today and where civilization is headed |  |  |  |
| Demonstrate historical inquiry, discover, interpretation and critical analysis of human history |  |  |  |

### Area #4:  Geography

|  |  |  |  |
| --- | --- | --- | --- |
| **Competency** | **Mastery Date** | **Teacher Signature** | **How Met?** |
| Demonstrate the ability to read, interpret geographic representations of physical characteristics, human characteristics and distribution of resources |  |  |  |
| Investigate, analyze and report geographical information to problem solve and plan for the future |  |  |  |
| Demonstrate knowledge and understanding of how resources, physical and environmental factors influence and are influenced by human activities (migration, social, economic and political systems) |  |  |  |

# Section Three: State Adult Diploma Program Procedures

To operate a state adult diploma program, an ABE consortium will successfully complete the following steps:

1. Application
2. Staff Training
3. Local Implementation: Student enrollment, initial advising, instruction, ongoing evaluation and advising
4. Completing the Process for Students
5. MDE Review of Student Work

## Application

ABE consortia must apply and be approved by the Minnesota Department of Education in order to offer State Adult Diploma Programming.

For more information about the application, please see [Section Four](#_Minnesota_Standard_Adult).

## Staff Training

State Adult Diploma Program Staff must participate in initial and ongoing training that includes:

* Overview: Background, Law and Intent
* Standards and Competencies: Minnesota’s K-12 Academic Standards, College and Career Readiness Standards for Adult Education (CCRS), Academic, Career, and Employability Skills (ACES) Transitions Integration Framework (TIF), and Northstar Digital Literacy Standards
* Staffing Roles and Expectations
* Competency Completion Options
* Advising
* State Adult Diploma Program Procedures and Logistics
* Course Development: Alignment and Potential Integration with Adult Career Pathway Programming, Distance Learning, and other ABE Instruction
* Local Implementation Plan Development

## Local Implementation

***Graphic: Minnesota State Adult Diploma Program Operating Procedures***

### Enrolling New Students

State Adult Diploma Students must meet the following criteria in order to be enrolled as a State Adult Diploma Student:

1. They must be eligible ABE students;
2. They must not be eligible for K-12 services;
3. They must test at or above a 6th grade reading level on a CASAS or TABE, according to the Adult Diploma Policy, as found on the [MNABE Law, Policy and Guidance Website](http://www.mnabe.org/program-management/law-policy-guidance) (http://www.mnabe.org/program-management/law-policy-guidance). This means that they have to assess at the secondary level in reading, according to CASAS and TABE. (If an adult does not test at the secondary level, they can be remediated by ABE programs until they assess at the appropriate level.) Minimum scores include:
   1. TABE reading score of 6.0 or higher grade equivalent (Level M (or D or A?) or higher);
   2. CASAS score of 236 or greater; or
   3. Should unusual circumstances exist, scores from another state or nationally recognized standardized test(s) and/or an achievement profile may be presented to and deemed sufficient as threshold eligibility by the MDE state ABE office on a rare and case-by-case basis.

### Initial Advising

State Adult Diploma Programs are required to provide initial advising that includes:

1. Assessment of a student’s prior experience, Assess student skills and experience to determine what competencies that may already be complete for the transcript based on prior learning competency verification
2. Identification of learning and career goals and strategies, which includes identifying potential career pathway(s) and needs using career and postsecondary preparation assessments, similar to assessments used in Minnesota’s K-12 system, and
3. Development of a Personal Learning Plan (PLP).

State Adult Diploma Programs are to utilize the [Adult Diploma Screening Tool](#_Adult_Diploma_Screening) in order to assess and guide adult students.

Assessing a student’s prior experience can be challenging in this process and may take multiple sessions. Students should bring K-12 and postsecondary transcripts, evidence of training participation, work history and any other examples that could help a State Adult Diploma Program evaluate the students’ backgrounds, experience and skills.

While ABE programs have routinely identified goals through the Personal Education Plan (PEP) process, State Adult Diploma Programs are required to intensify this process and develop a more comprehensive and individualized Personal Learning Plan, or PLP. This PLP aligns to Minnesota State Statute [120B.125](https://www.revisor.mn.gov/statutes/?id=120B.125) (https://www.revisor.mn.gov/statutes/?id=120B.125). The PLP should include career and learning goals and strategies that detail how a State Adult Diploma Student will complete the diploma work and connect to their next steps, especially postsecondary, other training, and/or employment. For examples of PLP resources, check out the [toolkit resources available on the MDE website](http://education.state.mn.us/MDE/EdExc/CollegePlan/index.html) (http://education.state.mn.us/MDE/EdExc/CollegePlan/index.html).

### Instruction

State Adult Diploma Programs must align instruction with the Competency Domain Standards. Local programs can integrate State Adult Diploma instruction with other forms of ABE instruction, like Distance Learning, GED, FastTRAC, K-12 credit completion, or other forms of academic and/or adult career pathway programming that aligns with the [standards and competencies](#_Section_Two:_).

Competency completion options are ways that students. For a list of current eligible competency completion options, please check out the [Section C of the application](#_Section_C:_).

Eligible competency completion options will evolve over time, based on recommendations from the working group and consultation team.

### Evaluation and Ongoing Advising

Local State Adult Diploma Programs are required to provide ongoing advising and support services for State Adult Diploma Students. The ongoing advising can be conducted individually or through group or class models monthly or more frequently. The ongoing advising must:

1. Review a student’s online portfolio and progress towards graduation and achieving goals,
2. Update and adapt the student’s PLP,
3. Ensure that the student has the supports in place to continue learning, and
4. Work with the student in any other necessary ways, as identified by the program and student.

## Completing the process for students

Local State Adult Diploma Programs are encouraged to collaborate with other local State Adult Diploma Programs to review [transcripts](#_Student_Transcripts_and) and student evidence, in order to ensure equity across sites.

Once the local State Adult Diploma Program believes the student has completed each of the competency domains, it can **submit final transcripts and evidence to the Minnesota Department of Education** (MDE).

When a local State Adult Diploma Program has received notice from MDE that the student is ready to graduate, the local program advisor will then conduct the **graduating advising session** to notify the student of their graduation, review postsecondary readiness test results, help them finalize their [online portfolio](#_Online_Portfolios), and ensure a smooth transition to the student’s next steps and goals.

## MDE Review of Student Work

When a State Adult Diploma Program believes a student has completed the competencies and is ready to graduate, the transcripts and evidence will be submitted to the Minnesota Department of Education (MDE). MDE staff will review the transcripts and evidence and provide it with one of three possible ratings:

**Definite Pass**: If the MDE staff believes that the evidence submitted meets state standards in all of the competency domains, he/she will rate it as “definite pass.” At this point the local State Adult Diploma Program will be notified that the student is ready to graduate and the diploma will be processed and sent to the student.

**Potential Pass**: If the MDE staff is unsure whether the evidence submitted meets state standards in any of the competency domains, he/she will present the transcript and evidence to the State Adult Diploma Working Group for discussion and feedback. Representatives from the local State Adult Diploma Program can share their experience with the student transcript in question. The group’s feedback will help guide MDE and the local State Adult Diploma Program in rating the transcript and identifying next steps.

**Not Yet Ready**: If the MDE staff believes that the evidence submitted does not meet state standards in any of the competency domains, he/she will rate it as “not yet ready” and return it to the State Adult Diploma Program with guidance and feedback for discussion. At this point the student may have to complete some additional work, the program may have to resubmit some additional evidence, and/or other follow up steps will be identified between the State Adult Diploma Program and MDE.

***Please Note: During the pilot phase, a large number of transcripts will be labeled as “potential pass” and brought to the working group in order to develop a common culture of peer accountability among State Adult Diploma Program and ABE practitioners.***

# Section Four: Tools for State Adult Diploma Programs

Key tools that State Adult Diploma Programs will need to use include:

* Adult Diploma Screening Tool
* Advising Checklist Template
* Online Portfolios
* Student Transcripts and Records
* Minnesota Career Fields, Clusters and Pathways

## Adult Diploma Screening Tool

**Intake Interview**

|  |  |
| --- | --- |
| **Applicant Name** |  |
| **Date of Screening** |  |
| **Email** |  |
| **Phone** |  |

The ***purpose*** of this one-hour interview is to:

1. Get to know you, including your academic and career goals, and
2. Determine your eligibility and commitment to the program, and
3. Begin to establish a personal learning plan.

We will be asking questions and discussing your situation with you in order to determine eligibility, fit, and needs.  We will provide information today about the program expectations and options.  Do you have any questions about the process?  ***(Sign the Privacy Rights document now if they haven’t already.)***

|  |  |
| --- | --- |
| **Review Assessment Scores**  Diploma Cut Scores:  Reading – 518 (6.0) on form D / A or CASAS 236  Math CASAS 230 | Reading:   Date \_\_\_\_\_\_\_\_\_\_ GE\_\_\_\_\_\_\_\_\_\_\_  Form \_\_\_\_\_\_\_  SS \_\_\_\_\_  Language:  Date \_\_\_\_\_\_\_\_\_\_GE \_\_\_\_\_\_\_\_\_\_\_ Form \_\_\_\_\_\_\_ SS\_\_\_\_\_\_  Math:        Date \_\_\_\_\_\_\_\_\_\_ GE \_\_\_\_\_\_\_\_\_\_\_ Form \_\_\_\_\_\_\_   SS \_\_\_\_\_  Is the person already enrolled in ABE or transferring from another site/consortium? |
| **Referral Source**  How did you hear about this program (did someone refer you to the program or did you find out another way?) |  |
| **Let’s talk about your past high school transcripts and credits.** | Transcripts/Credits  IEP or 504 Accommodation Plan in high school? |
| **Program or other Connections**  Employment counselor, or any other counselors/ workers?  Sign a release of information to talk to these agencies. | Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_             Worker:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone/Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  VRS    MFIP     Dislocated Worker   WIA Adult    WIA Youth   DWP  Other:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Introduce Self-Management Standard and the fact that we have standards for every competency area.**  **Look over skill #1 Goal Setting...we will start to explore this area first.**  **Goal Setting and identifying barriers…..** | 1.What is it that you want to do with this diploma that you can’t do now?  (motivation)  2.  If you had your diploma right now, what would you do with it?  What is your bigger goal, after the diploma is complete?   (draft long term goals) |
| **Possible Barriers/ Obstacles**  **(What is your availability to attend?)** | **What obstacles have prevented you from finishing the diploma in the past?** Discuss previous attempts, support structures needed or in place - relationships, accountability, motivation, procrastination, etc.    **Childcare**  Do you have children?  Ages?  Do you have reliable childcare if you need to attend classes here? |
|  | **Transportation**   * Is transportation going to be a concern? * Will the student need to be connected to resources such as bus tokens? * Will the student need to be connected to WIA Youth or other services? * Will the student need to work online/remotely? |
|  | **Others**   * Living situation?  Stable housing? * Is there support from family/friends? * Job commitments? * Is there support from the employer? |
| **Employment History Summary**  Do you have a job or military experience? How long?  Do you have a resume?  Are you currently working?  How many hours do you work?  What would your previous employer say about your work performance? | Note Employability strengths and Issues |
| **Computer Literacy & Access**   * Adequate Computer Skills for online platforms? * Need DAILY Access to Computer with Internet Service * Will the completion of online homework be a concern? * Email account established? **Gmail?** | Do you have time to do Northstar? |
| **Previous College Education**   * Have you ever attended college before? * Are you aware of your academic status? * Do you owe money to a college? * **Selective Service Registration ? (males only)**   Anyone in need of FAFSA or Workforce Programming will need a selective service number to gain access to that funding. |  |
| **Accuplacer or past GED tests**  Explain that GED and Accuplacer scores may allow “testing out” of competency areas  Student is eligible to take the Accuplacer after 90 days. |  |
| **Referrals**  Basic Computer Skills course?  College Prep?  GED?  Fast TRAC?  Accuplacer appointment?  MVAC Youth Program/Job  DEED Job Service/WIA Adult |  |

**Collect:**

* Release of Information
* SCC Prospective Student Card filled out (to get a student ID number) for College Prep
* Signed Attendance Contract if enrolling in a course that requires one

**File:**

* Check MABE is up to date - classes
* Enter counseling/testing hours
* Email follow up with other agencies or internal staff
* Enroll student in ADE Advising class

**Notes**

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **Interviewers** |  |

*Updated 11/2014*

## Adult Diploma Advising Checklist Template

Name:             Date:

**Prior to joining the Adult Diploma you must complete the following:**

* TABE assessment in Reading, Language and Math:
  + Reading Date: Form SS \_\_\_\_\_\_ GE \_\_\_
  + Language Date: Form SS \_\_\_\_\_\_ GE \_\_\_
  + Math Date: Form SS \_\_\_\_\_\_ GE \_\_\_
* CASAS assessment in Reading (if not using TABE Reading):
  + Reading Date: Form SS \_\_\_\_\_\_
* Set up a free GMAIL email account (unless you already have one)
  + GMAIL address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Email will be the primary method of communication. *Please check your email daily!*

* Take and pass the Northstar Digital Literacy Assessments with 85% or higher ([http://www.digitalliteracyassessment.org](http://www.digitalliteracyassessment.org/))

**\*PRINT THE RESULTS PAGE for each module\*                1st        2nd**

* + Module 1: Basic Computer: \_\_\_\_\_\_\_% \_\_\_\_\_\_\_%
  + Module 2: World Wide Web: \_\_\_\_\_\_\_%  \_\_\_\_\_\_\_%
  + Module 3: Windows / Mac OS X: \_\_\_\_\_\_\_%  \_\_\_\_\_\_\_%
  + Module 4: Email: \_\_\_\_\_\_\_%  \_\_\_\_\_\_\_%
  + Module 5: Microsoft Word (or Google Docs): \_\_\_\_\_\_\_%   \_\_\_\_\_\_\_%
* Make an appointment to take the **Accuplacer** test at LCC or SCC with ABE staff
  + Appointment date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*PRINT THE RESULTS PAGE\***

* Reading \_\_\_\_\_  Sentence Skills \_\_\_\_\_  Arithmetic \_\_\_\_\_   Elementary Algebra \_\_\_\_\_
* Portfolio (Begin Collecting)

Transcripts \_\_\_\_\_\_\_\_\_\_\_\_                Resume \_\_\_\_\_\_\_\_\_\_\_\_\_

Please turn in all printed copies of assessment results to Angie Blackstad in the ABE office. Once all items have been completed and turned in, you will be scheduled to meet with the College Prep instructor.

**Angie Blackstad**                                  Open Computer Lab at Lincoln Community Center:

(O) (507) 207-3055 (F) 507-387-6716               Monday - Thursday            Friday

ablack2@isd77.k12.mn.us                   8:30 am - 2:00 pm            8:30-11:30

## Online Portfolios

***Currently in development***

Local ABE programs that are approved for the adult diploma pilot will be required to use the online student portfolio being developed through Learner Web. Local programs that want to supplement the Learner Web portfolio with other portfolio resources, like MCIS, Linked In, or any other online tool, are able and allowed to use additional tools that work well for your program and students.

The purpose of the online portfolio is to give students an electronic resource file of key documents they may need to prove their competency and help them succeed in postsecondary education, careers, and other next steps.

The portfolio should include the student’s:

* Personal learning plan
* Transcript
* Resume
* Sample writing
* Other evidence of their competency that they can use for future purposes

## Student Transcripts and Records

Approved adult diploma programs will need to keep records electronically in the state ABE database, either the MABE or MARCS interface. These tools are being developed with Urban Planet and will not be available at the start of the pilot. In the interim, sample documents in Microsoft Word and Excel will be kept electronically while they are being constructed in the database. These records need to be transferable to a student’s portfolio, to another ABE program if a student moves, and to the Minnesota Department of Education as evidence of completion in order to receive a state diploma.

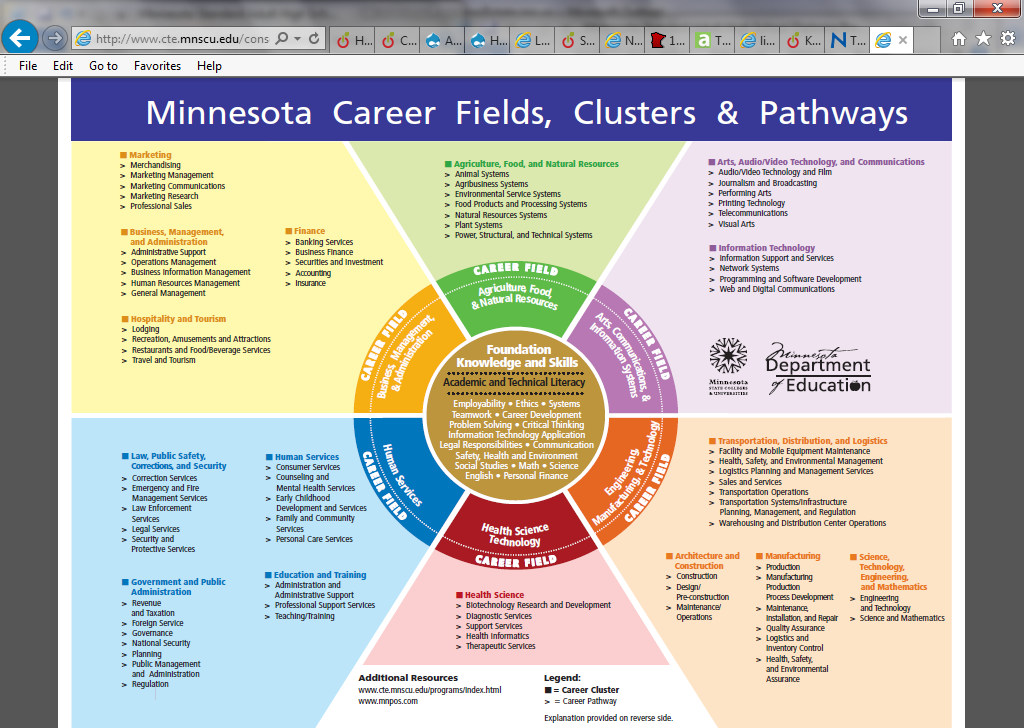
Records will need to be retained by the local ABE program in a manner that meets state and local records retention policies.

**Sample Minnesota State Standard Adult Diploma Transcript**

|  |  |  |
| --- | --- | --- |
| **Skills, Competencies & Knowledge** | **Evidence of Completion** | **Date of Completion** |
| **Initial Counseling Session** |  |  |
| Develop personal learning plan with skills/experience, student goals and potential career pathway identification |  |  |
| **English Language Arts** |  |  |
| Reading |  |  |
| Language |  |  |
| Speaking and Listening |  |  |
| Writing |  |  |
| **Mathematics** |  |  |
| Number Sense |  |  |
| Algebra |  |  |
| Geometry and Measurement |  |  |
| Data, Statistics, and Probability |  |  |
| **Science** |  |  |
| Science Practices |  |  |
| Life Science |  |  |
| Physical Science: The Nature of Science and Engineering |  |  |
| Earth and Space Science |  |  |
| **Social Studies** |  |  |
| Economics |  |  |
| Geography |  |  |
| History |  |  |
| U.S. Government and Citizenship |  |  |
| **Career and Employability Skills** |  |  |
| Self-Management |  |  |
| Developing a Future Pathway |  |  |
| Navigating Systems |  |  |
| Digital Literacy Skills |  |  |
| **Graduating Counseling Session** |  |  |
| Evaluate students’ work and finalize transitions plan |  |  |

## Minnesota Career Fields, Clusters and Pathways

This framework (often referred to as the CTE wheel) is used by K-12 and postsecondary institutions, especially around Career and Technical Education (CTE). Local State Adult Diploma Programs can use this tool with students during advising to help them identify career pathways and goals. For more information and resources about this tool and how to embed it into programming, please visit the [MnSCU CTE Website](http://www.cte.mnscu.edu/programs/index.html) (http://www.cte.mnscu.edu/programs/index.html).



# Section Five: Minnesota Standard Adult High School Diploma Program Pilot Application

Pilot Application Release Date: Wednesday, November 5, 2014

**Pilot Applications Due: Tuesday, December 2, 2014**

Applications must be completed and submitted electronically to Cherie Eichinger via [email](mailto:cherie.eichinger@state.mn.us) at cherie.eichinger@state.mn.us by 4:30 p.m. on the due date. **Late submissions and submissions not submitted via email will not be accepted.**

## Instructions

### Eligible Applicants

Applicants must currently be receiving state and federal ABE funding and may be current ABE consortia or collaborations involving multiple ABE consortia.

### Application Form

Applicants can complete the application questions and budget narrative (found on pages 4-22 of in this application) electronically in this document or in a separate document.

### Staffing Roles and Requirements

Applicants must have multiple staff members participating in training and implementing the new state adult diploma pilot program. This helps balance the workload and allows for some local peer support and monitoring of the State Adult Diploma Program. Applicants must ensure that staff members participate in training and the working group, as proposed in the application or amended through discussion with the Minnesota Department of Education. While not all ABE staff must participate in the state-provided training and working group, sufficient local staff must participate to ensure educational quality and adherence to expectations. Participation in the working group will provide ongoing technical assistance, training and feedback to approved pilot programs. Specific staff roles can be mixed and matched across staff members and can change over time. Roles will include:

**Administration** will be conducted by the manager(s) and coordinator(s) overseeing the adult diploma pilot. This role will serve as a program leader and direct staff in the other roles. This role will ensure that the consortium will fulfill grant expectations.

**Intake** is frequently completed by the support professional, teacher or administrator that serves as the first point of contact with the adult diploma pilot student and helps them enroll in the program.

**Advising** will be provided to students to help them identify goals and create and revise their personal learning plan during intake, upon graduation, and throughout their participation in the adult diploma pilot. As part of the personal learning plan, this role will need to help evaluate transcripts and other experiences that may serve as evidence of completion of various competency domains. This role could be filled by local counselors, support professionals, teachers, administrators, or other appropriate ABE staff members.

**Instruction** may be delivered by those teachers and staff through classes, individual instruction, and distance learning to students in the adult diploma pilot.

**Assessment** is fulfilled by the support professional, teacher, administrator or other practitioner that will be giving NRS or other formal learning exams. (This does not include informal in-class assessments.)

**Additional roles** may include local technology support or addressing other identified needs.

### Funding

Applicants are expected to develop a proposed budget to successfully implement the adult diploma pilot. Applicants may request up to $10,000 in federal ABE funding to help them complete the pilot, which ends on June 30, 2015. Consortia can supplement this funding with additional funding from other sources, including regular ABE funding and resources that have already been allocated. Of the additional funds provided to approved State Adult Diploma Pilot Programs, the majority is expected to pay for staffing, training and program development.

### Additional Program Requirements

Local ABE Consortia that are selected to pilot will be required to adhere to the following:

1. Have multiple local staff available to participate in the initial training on Monday, December 15, Thursday, January 15, and Friday, January 16. This training is targeted to local staff that will be fulfilling any of the staffing roles as identified in the instructions and will cover several topics, including an overview, standards, staffing role expectations, completion options, advising, program procedures and logistics, course development, and implementation planning;
2. Have local staff participate in monthly Adult Diploma Working Group meetings, which are typically held the third Monday of the month from 9:15 a.m. – 3:30 p.m. at the Minnesota Department of Education (travel costs can be covered by Literacy Action Network);
3. Use Learner Web as the pilot online student portfolio tool;
4. Work with the State Adult Diploma pilot tools and resources;
5. Adhere to the state Adult Diploma Policy and other policies as established by the Minnesota Department of Education;
6. Evaluate the pilot program by entering data into the state ABE database at least monthly and by submitting additional evaluative data and reports, upon request;

### For More Information:

Check the [MNABE Adult Diploma website](http://www.mnabe.org/programs/adult-diploma) (www.mnabe.org/programs/adult-diploma)

Participate in the Adult Diploma Pilot Application Webinars, taking place:

* 12:15-1:30 p.m. on Friday, November 7, 2014 (to register, please go to: <https://student.gototraining.com/r/6823769635281662976>)
* 10:00-11:00 a.m. on Tuesday, November 25, 2014 (to register, please go to: <https://student.gototraining.com/r/2273728835777204992>)
* 12:30-1:30 p.m. on Monday, December 1 (to register, please go to: <https://student.gototraining.com/r/6035927772538355712>)

Contact Brad Hasskamp at [brad.hasskamp@state.mn.us](mailto:brad.hasskamp@state.mn.us) or (651) 582-8594

## Minnesota Standard Adult High School Diploma Program Pilot Application Questions

## Section A: ABE Consortium Information

| Lead Consortium Fiscal Agent | |  |
| --- | --- | --- |
| Participating Consortium/Consortia | |  |
| **Lead Contact**  Who is the main pilot application contact? | Person |  |
| Email |  |
| Phone |  |

## Section B: Adult Diploma Pilot Program Staffing

| **Staff Roles**  Which staff member(s) will perform the following roles for the new State Adult Diploma Pilot Program? | **Administration** |  |
| --- | --- | --- |
| **Intake** |  |
| **Advising** |  |
| **Instruction** |  |
| **Assessment** |  |
| **Additional?** (i.e. technology support, etc.) Please specify role. |  |
| **Training (Part One)**  Which staff member(s) will participate in the Adult Diploma Pilot Training (Part One) on Monday, December 15 from 9:15-3:30pm at the Minnesota Department of Education, if the application is approved? Topics tentatively include overview, staffing roles and expectations, standards I, and implementation planning I. | |  |
| **Training (Part Two)**  Which staff member(s) will participate in the Adult Diploma Pilot 2-Day Training (Part Two) on January 15-16 at the Minnesota Department of Education, if the application is approved? Topics tentatively include standards II, completion options, advising, program procedures and logistics, course development, and implementation planning II. | |  |
| **Ongoing Training/Assistance**  Which staff members will participate in the Adult Diploma Working Group and its monthly meetings starting on Monday, January 26, if the application is approved? | |  |

**Question B-1. Please attach a staff roster of all staff that will be working directly with the pilot programming, with names, sites, email addresses and phone numbers, with your application.**

**Question B-2. Please describe your staff members’ training and implementation of GED and adult diploma programming, including participation in the adult diploma task forces, working group or other applicable groups.**

**Question B-3. Please describe your staff members’ training and implementation of standards-based educational models, which could include Minnesota’s K-12 standards, ACES Transitions Integration Framework, the CCRS (College and Career Readiness Standards for Adult Education), Northstar Digital Literacy Standards, and/or other standards models.**

**Question B-4. Please describe your staff members’ training and experience with providing student advising.**

## Section C: Adult Diploma Pilot Proposed Programming

| **Proposed Adult Diploma Pilot Programming Site(s)** |  |
| --- | --- |
| **Potential Number of Students Participating Pilot (January – June 2015)?** |  |
| **Which completion options do you plan on having available to your students during the pilot period?** | (Please complete checklist below of all approved completion options.) |

#### Potential Multi-Domain State Adult Diploma Completion Options

| ***Potential Completion Option*** | ***Do you plan to make it available locally?*** |
| --- | --- |
| National External Diploma Program (NEDP) + Employability and Career Development Domain Completion  *This option will not be available during the beginning of the pilot period.* |  |

#### Potential Language Arts Competency Completion Options

*Section One: Language Arts*

| ***Potential Completion Option*** | ***Do you plan to make it available locally?*** |
| --- | --- |
| Completion of required English Language Arts high school credits (as acceptable by postsecondary institutions and Pell eligible) |  |
| Foreign Secondary English Language Arts Course Passing and Completion Verification (as acceptable by postsecondary institutions and Pell eligible) |  |
| Completion and passing grade in postsecondary courses that align to identified competencies in each English Language Arts area |  |
| Accuplacer Reading Test Score Verification (78+) and Writing Test Score Verification (86+) |  |
| GED (2002 Version) score 410+ on Reading and 410+ Writing tests |  |
| GED (2014 Version) score 150+ on RLA and Social Studies or Science tests |  |
| MCA Language Arts Tests Passing scores (50+ or “M” or “E” rating) |  |
| Passing BST Language Arts tests and ABE instruction (Level E Competency Demonstration) |  |
| TOEFL Passing Scores (Reading 15+, Writing 4.0+, Speaking 3.5+ and Listening 14+, as acceptable by postsecondary institutions and Pell eligible for college credit-level coursework) |  |
| ACT Score 18+ on Writing and 21+ on Reading tests |  |
| ABE instruction (CCRS Level E Competency Demonstration in Reading, Writing, Speaking and Listening, and Language) |  |
| Approved and standards-aligned interdisciplinary and/or culminating project with written report and oral presentation |  |

*Section Two: Writing Sample*

| ***Potential Completion Option*** | ***Do you plan to make it available locally?*** |
| --- | --- |
| Acceptable completion of writing sample that is scored by rubric |  |

#### Potential Mathematics Competency Completion Options

*Section One: Secondary Readiness*

| ***Potential Completion Option*** | ***Do you plan to make it available locally?*** |
| --- | --- |
| CASAS Math Score 211+ |  |
| TABE Total Math Score 442+ |  |
| GED (2002 Version) Mathematics Passing Score (410+) |  |
| GED (2014 Version) Mathematics Passing Score (150+) |  |
| Completion and passing grade in postsecondary courses that align to identified competencies in Mathematics |  |
| Accuplacer Math scores (either Elementary Algebra 60+ or Intermediate Algebra score of 47+) |  |
| MCA Math Test Passing Score (“M” or “E” rating) |  |
| Passing BST Math test and ABE instruction (CCRS Level E Competency Demonstration) |  |
| ACT Score 16+ on Math test |  |

*Section Two: Secondary Level*

| ***Potential Completion Option*** | ***Do you plan to make it available locally?*** |
| --- | --- |
| Completion of required Math high school credits (as acceptable by postsecondary institutions and Pell eligible) |  |
| Foreign Secondary Math Course Passing and Completion Verification (as acceptable by postsecondary institutions and Pell eligible) |  |
| GED (2002 Version) Mathematics Passing Score (410+) |  |
| GED (2014 Version) Mathematics Passing Score (150+) |  |
| Completion and passing grade in postsecondary courses that align to identified competencies in Mathematics |  |
| Accuplacer Math scores (either Elementary Algebra 60+ or Intermediate Algebra score of 47+) |  |
| MCA Math Test Passing Score (“M” or “E” rating) |  |
| Passing BST Math test and ABE instruction (CCRS Level E Competency Demonstration) |  |
| ACT Score 16+ on Math test |  |
| ABE instruction (CCRS Level E Competency Demonstration) – Prerequisite: student must first demonstrate secondary-readiness with a TABE Total Math 442+ or CASAS Math 211+ |  |

#### Potential Science Competency Completion Options

| ***Potential Completion Option*** | ***Do you plan to make it available locally?*** |
| --- | --- |
| K-12 Science Course Credit Passing and Completion Verification (as acceptable by postsecondary institutions and Pell eligible) |  |
| Completion and passing grade in postsecondary courses that align to identified competencies in Science |  |
| GED (2002 Version) Science test passing score (410+) |  |
| GED (2014 Version) Science test passing score (150+) |  |
| ABE instruction (verified demonstration of secondary-level competencies in the Nature of Science and Engineering, Life Science, Physical Science, and Earth and Space Science) |  |
| Approved and standards-aligned interdisciplinary and/or culminating project with written report and/or oral presentation |  |

#### Potential Social Studies Competency Completion Options

| ***Completion Option*** | ***Do you plan to make it available locally?*** |
| --- | --- |
| K-12 Social Studies Course Credit Passing and Completion Verification (as acceptable by postsecondary institutions and Pell eligible) |  |
| Completion and passing grade in postsecondary courses that align to identified competencies in social studies |  |
| GED (2002 Version) Social Studies passing score 410+ |  |
| GED (2014 Version) Social Studies passing score 150+ |  |
| ABE instruction (verified demonstration of secondary-level competencies in the U.S. Government and Citizenship, Economics, History and Geography) |  |
| Approved and standards-aligned interdisciplinary and/or culminating project with written report and/or oral presentation |  |

#### Potential Employability, Career Development and Digital Literacy Competency Completion Options

*Section One: Resume Completion*

| ***Potential Completion Option*** | ***Do you plan to make it available locally?*** |
| --- | --- |
| Resume Completion |  |

*Section Two: Self-Management*

| ***Potential Completion Option*** | ***Do you plan to make it available locally?*** |
| --- | --- |
| Participation in advising and demonstration through adult diploma program participation |  |

*Section Three: Developing a Future Pathway*

| ***Potential Completion Option*** | ***Do you plan to make it available locally?*** |
| --- | --- |
| ABE instruction aligned to ACES TIF Developing a Future Pathway that addresses competencies identified in domain |  |
| APEX College and Career Readiness Course (aligned to standards) |  |
| Guided career packet completion with workforce development staff |  |
| Approved and aligned independent project that utilizes online resources (such as iseek.org, Minnesota Career Information System, GPS LifePlan, mymncareers.org) that addresses competencies |  |

*Section Four: Navigating Systems*

| ***Potential Completion Option*** | ***Do you plan to make it available locally?*** |
| --- | --- |
| An employer or course instructor verifies in writing that the learner has met all skills of the standard |  |
| ABE instruction aligned to ACES TIF Navigating Systems that addresses competencies identified in domain |  |
| Approved and aligned independent project that addresses competencies identified in domain (can include volunteer experience and work experience, if verified) |  |

*Section Five: Digital Literacy*

| ***Potential Completion Option*** | ***Do you plan to make it available locally?*** |
| --- | --- |
| Northstar Digital Literacy Assessments (5 tests with 85%+ correct per test in a proctored environment) |  |
| Evidence of competency demonstrated through the application of skills in an ABE classroom, DL platform, or employment situation (using the standards as a checklist/rubric) and typing speed verification (15+ words/minute) |  |

#### Please note that additional information will be given about each completion option during the initial and ongoing training and technical assistance.

**Question C-1. Please describe the potential need for state adult diploma programming in your area. With this information, please include information on how the potential participant number (identified above) was calculated. (Examples of demonstrated need might include the number of ABE enrollees that do not have secondary credentials, U.S. Census data for your geographic area, applicable enrollee numbers, etc.)**

**Questions C-2. In addition to staffing and information noted in previous sections, please describe your consortium’s/consortia’s capacity to implement the state adult diploma pilot.**

**Question C-3. Please describe the technology resources and staff technology skills that may help them implement the state adult diploma pilot. Answers should also include experience and use of distance learning, Northstar Digital Literacy Assessments and/or online portfolios. (Applicants can attach applicable sections of their technology and distance learning plan from their narrative, if applicable.)**

**Question C-4. Of the programming that you currently offer, what classes or instruction do you intend to use with adult diploma students? (Applicants can attach the applicable program/instructional descriptions from their most recent narrative, if applicable.)**

**Question C-5. If approved, how will your state adult diploma pilot work with local school districts? Answers should also indicate whether graduates of the state adult diploma will be eligible to receive a diploma from a local school district.**

## Section D: Budget

**Please include a proposed budget narrative. This should identify how the additional federal funding (up to $10,000 in additional federal ABE funds) will be spent. (Please complete the budget worksheet that has the UFARS codes.)**

**Question D-1. If approved, how much, if any, additional funding and/or resources, including in-kind, will be used to supplement the pilot funds?**

## State Adult Diploma Pilot Budget Narrative

Budgets are tentative proposals, pending approval from the Minnesota Department of Education. Budgets should cover costs related to implementing the new State Adult Diploma Pilot Program from January-June 2015. Requested funds should not exceed $10,000.

**100 - Salaries and Wages**

Please identify the applicable UFARS (line item) object code for each position funded with this opportunity and identify the amount of time you will charge to this grant for each position. *Example: Object code: 156 Social Worker FTE: .50%*

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| UFARS Object Code | Object Code Description and Justification Narrative – Please use additional space as necessary. | FTE | July 1, 2011 – June 30, 2012  Funding Amount Per Object Code |
|  | | | |
| 110 | Administration/Supervision | *FTE:* |  |
| *Justification:* |
|  | | | |
| 140 | Licensed Classroom Personnel | *FTE:* |  |
| *Justification:* |
|  | | | |
| 141 | Non-Licensed Classroom Personnel | *FTE:* |  |
| *Justification:* |
|  | | | |
| 143 | Licensed Instructional Support Personnel | *FTE:* |  |
| *Justification:* |
|  | | | |
| 144 | Non-Licensed Instructional Support Personnel | *FTE:* |  |
| *Justification:* |
|  | | | |
| 145 | Substitute Teacher-Licensed Personnel Salaries | *FTE:* |  |
| *Justification:* |
|  | | | |
| 146 | Substitute Non-Licensed Classroom/Instructional Salaries | *FTE:* |  |
| *Justification:* |
|  | | | |
| 156 | School Social Worker | *FTE:* |  |
| *Justification:* |
|  | | | |
| 157 | School Psychologist | *FTE:* |  |
| *Justification:* |
|  | | | |
| 158 | Qualified Mental Health Professional | *FTE:* |  |
| *Justification:* |
|  | | | |
| 161 | Certified Paraprofessional/Personal Care Assistant | *FTE:* |  |
| *Justification:* |
|  | | | |
| 162 | Certified One-to-One Paraprofessional | *FTE:* |  |
| *Justification:* |
|  | | | |
| 163 | Foreign Language Interpreter | *FTE:* |  |
| *Justification:* |
|  | | | |
| 164 | Interpreter for the Deaf | *FTE:* |  |
| *Justification:* |
|  | | | |
| 165 | School Counselor | *FTE:* |  |
| *Justification:* |
|  | | | |
| 168 | Security Specialist | *FTE:* |  |
| *Justification:* |
|  | | | |
| 170 | Non-Instructional Support | *FTE:* |  |
| *Justification:* |
|  | | | |
| 172 | Physician (evaluation only) | *FTE:* |  |
| *Justification:* |
|  | | | |
| 175 | Cultural Liaison | *FTE:* |  |
| *Justification:* |
|  | | | |
| 185 | Other Salary Payments (Licensed or Certified) | *FTE:* |  |
| *Justification:* |
| 186 | Other Salary Payments (non-licensed or non-certified) | *FTE:* |  |
| *Justification:* |
|  | | | |
| 199 | Salary Adjustments - Full Cafeteria Plans/Cash In Lieu of Benefits | *FTE:* |  |
| *Justification:* |

**200 - Employee Benefits**

Identify total benefits for each position identified above (in Salaries).*Justification example: 156 School Social Worker 10% at $20,000 = $2,000 Other Salary 10% at $10,000 = $1,000*

|  |  |  |
| --- | --- | --- |
|  | | |
| UFARS Object Code | Object Code Description and Justification Narrative – Please use additional space as necessary. | Funding Amount Per Object Code |
|  | | |
| 210 | FICA/Medicare |  |
| *Justification:* |
|  | | |
| 214 | PERA (Public Employees Retirement Association) |  |
| *Justification:* |
|  | | |
| 218 | TRA (Teacher Retirement Association) |  |
| *Justification:* |
| 220 | Health Insurance |  |
| *Justification:* |
|  | | |
| 230 | Life Insurance |  |
| *Justification:* |
|  | | |
| 235 | Dental Insurance |  |
| *Justification:* |
|  | | |
| 240 | Long Term Disability Insurance |  |
| *Justification:* |
|  | | |
| 250 | Tax Sheltered Annuities/Minnesota Deferred Compensation Plan |  |
| *Justification:* |
|  | | |
| 251 | Employer-Sponsored Health Reimbursement Arrangements (HRA) |  |
| *Justification:* |
|  | | |
| 252 | Other Post Employment Benefits (Up to an equal to ARC) |  |
| *Justification:* |
|  | | |
| 270 | Workers Compensation |  |
| *Justification:* |
|  | | |
| 280 | Unemployment Compensation |  |
| *Justification:* |
|  | | |
| 299 | Other Employee Benefits |  |
| *Justification:* |

**300 - Purchased Services**

|  |  |  |
| --- | --- | --- |
| **OBJECT CODES 301 and 302 ARE NOT ALLOWED FOR THIS GRANT OPPORTUNITY** | | |
| UFARS Object Code | Object Code Description and Justification Narrative – Please use additional space as necessary. | Funding Amount Per Object Code |
| 303 | Federal Sub Awards and Contracts, up to $25,000  Identify each subaward, subcontract and purchase of service agreement up to $25,000. *Justification examples:  Subcontract with outside Evaluator to develop evaluation forms and collect data - $7,000 for services only (no benefits - all allocated under Object Code 303); Purchase of service agreement with (named organization) for xyz – total amount $30,000 (first $25,000 allocated under Object Code 303, remaining $5,000 allocated under Object Code 304). $28,000 Subcontract with (named organization) for development of curriculum (first $25,000 allocated under Object Code 303, remaining $3,000 allocated under Object Code 304)* |  |
|  | *Justification:* |  |
| 304 | Federal Sub Awards and Contracts, amount that exceeds $25,000  Identify each subaward, subcontract and purchase of service agreement over $25,000  *Justification example:  Purchase of service agreement with (named organization) for xyz - total amount $30,000 (first $25,000 allocated under Object Code 303, $5,000 remaining balance allocated under Object Code 304).  $28,000 Subcontract with (named organization) for development of curriculum (first $25,000 allocated under Object Code 303, $3,000 remaining balance allocated under Object Code 304)* |  |
| *Justification:* |
|  | | |
| 316 | Data Processing Services (Other Educational Agencies) |  |
| *Justification:* |
|  | | |
| 320 | Communication Services |  |
| *Justification:* |
|  | | |
| 329 | Postage and Parcel Services |  |
| *Justification:* |
|  | | |
| 330 | Utility Services |  |
| *Justification:* |
|  | | |
| 340 | Insurance |  |
| *Justification:* |
|  | | |
| 344 | Audiologist Contracted Services >$25,000 |  |
| *Justification:* |
|  | | |
| 345 | Licensed School Nurse Services >$25,000 |  |
| *Justification:* |  |
|  |  |  |
| 347 | School Social Worker Contracted Services >$25,000 |  |
| *Justification:* |
|  | | |
| 348 | School Psychologist Contracted Services >$25,000 |  |
| *Justification:* |
|  | | |
| 349 | Qualified Mental Health Professional Contracted Services >$25,000 |  |
| *Justification:* |
|  | | |
| 350 | Repairs and Maintenance Services |  |
| *Justification:* |
| 353 | Paraprofessional/Personal Care Assistant Contracted Services >$25,000 |  |
| *Justification:* |
|  | | |
| 354 | One-to-One Paraprofessional Contracted Services >$25,000 |  |
| *Justification:* |
|  | | |
| 355 | Foreign Language Interpreter Contracted Services >$25,000 |  |
| *Justification:* |
|  | | |
| 356 | Interpreter for the Deaf Contracted Services >$25,000 |  |
| *Justification:* |
|  | | |
| 357 | Interpreter for the Deaf Contracted Services <$25,000 |  |
| *Justification:* |
|  | | |
| 358 | Foreign Language Interpreter Contracted Services <$25,000 |  |
| *Justification:* |
|  | | |
| 359 | One-to-one Paraprofessional Contracted Services <$25,000 |  |
| *Justification:* |
|  | | |
| 360 | Transportation Contracts With Private or Public Carriers – up to $25,000 |  |
| *Justification:* |
| **Obj. Code 360 should be used in rare circumstances – Obj. Code 303/304 should almost always be used.** | | |
| 361 | Paraprofessional/Personal Care Assistant Contracted Services <$25,000 |  |
| *Justification:* |
| 364 | Transportation Contracts with Public or Private Carriers Paid w/Federal Funds (over $25,000) |  |
|  | *Justification:* |  |
| 365 | Interdepartmental Transportation (Chargeback) |  |
|  | *Justification:* |  |
|  | | |
| 366 | Travel, Conventions And Conferences  Identify estimated travel costs that grant staff (not contractors) are expected to incur while performing the duties of the grant. *Justification example: In-state Travel costs to Training Sites - $1,000*  *Registration to in-state conference (identify conference) - $250* |  |
| *Justification:* |
|  | | |
| 368 | Federal Reimbursed Out-Of-State Travel – (must be pre-approved)  Identify out-of-state trip and why it is necessary/relevant to this funded project and number of staff for trip – Identify name of conference if known and estimated total costs per trip per person. |  |
| *Justification:* |
|  | | |
| 369 | Entry Fees/Student Travel Allowances |  |
| *Justification:* |
|  | | |
| 370 | Operating Leases or Rentals, Rentals of Training Room Space |  |
| *Justification:* |
| 373 | Educational Speech/Language Pathologist Contracted Services <$25,000 |  |
| *Justification:* |
|  | | |
| 374 | Audiologist Contracted Services <$25,000 |  |
| *Justification:* |
|  | | |
| 377 | School Social Worker Contracted Services <$25,000 |  |
| *Justification:* |
|  | | |
| 378 | School Psychologist Contracted Services <$25,000 |  |
| *Justification:* |
|  | | |
| 389 | Training and Tuition Reimbursement  Identify costs to staff, parents and others who participate in trainings or other capacity building initiatives to enhance their knowledge and better serve their student/child. Might include tuition, books, materials, and non-staff mileage, lodging and daycare costs (not personal care attendants). Must be based on reimbursement of actual expenditures incurred by person/people reimbursed. |  |
| *Justification:* |
|  | | |
| 390 | Payments For Educational Purposes To Other Minnesota School Districts |  |
| *Justification:* |
| **Obj. Code 390 should be used in rare circumstances – Obj. Code 303/304 should almost always be used.** | | |
| 391 | Payments To Minnesota School Districts (Cost Sharing Agreements) |  |
| *Justification:* |
| **Obj. Code 391 should be used in rare circumstances – Obj. Code 303/304 should almost always be used.** | | |
| 392 | Payments For Educational Purposes To Out-of-State School Districts and Other |  |
| *Justification:* |
| **Obj. Codes 392 and 393 are student placements and cannot be entered as Obj. Code 303 and/or 304.** | | |
| 394 | Payments For Educational Purposes To Other Agencies (Non-School Districts) |  |
| *Justification:* |
| **Obj. Code 394 should be used in rare circumstances – Obj. Code 303/304 should almost always be used.** | | |
| 395 | Shared Costs For Paired Districts Only |  |
| *Justification:* |
| **Obj. Code 395 should be used in rare circumstances – Obj. Code 303/304 should almost always be used.** | | |

**400 - Supplies And Materials**

|  |  |  |
| --- | --- | --- |
|  | | |
| UFARS Object Code | Object Code Description and Justification Narrative – Please use additional space as necessary. | Funding Amount Per Object Code |
|  | | |
| 401 | Supplies And Materials - Non-Instructional |  |
| *Justification:* |
|  | | |
| 430 | Supplies And Materials - Non-Individualized Instructional |  |
| *Justification:* |
|  | | |
| 433 | Supplies And Materials - Individualized Instruction |  |
| *Justification:* |
|  | | |
| 460 | Textbooks And Workbooks |  |
| *Justification:* |
|  | | |
| 461 | Standardized Tests |  |
| *Justification:* |
|  | | |
| 470 | Media Resources |  |
| *Justification:* |
|  | | |
| 490 | Food  Identify approximate number of workshops that will necessitate expenditures related to food/ refreshments |  |
| *Justification:* |

**500 - Capital Expenditures**

|  |  |  |
| --- | --- | --- |
|  | | |
| UFARS Object Code | Object Code Description and Justification Narrative – Please use additional space as necessary. | Funding Amount Per Object Code |
|  | | |
| 530 | Other Equipment Purchased – No indirect to be calculated for these costs |  |
| *Justification:* |
|  | | |
| 555 | Technology Equipment – No indirect to be calculated for these costs |  |
| *Justification:* |

800 – Other Expenditures

|  |  |  |
| --- | --- | --- |
| 895 | Federal and Nonpublic Indirect Costs  Indirect - Identify restricted or approved rate used to calculate indirect charges to the grant. Indirect = total direct costs X the approved/restricted indirect rate.  ***(Applies to Federal Funding Only)*** |  |
| *Justification:* |

|  |  |
| --- | --- |
| Please add ALL object code values and enter the **GRAND TOTAL** amount in the next box  Multiple Site Applicants: remember this total should reflect the total for all sites | ***$*** |

## State Adult Diploma Pilot Application Rubric

Proposals will be evaluated by staff from the Minnesota Department of Education and by select members of the consultation team.

**Ratings – Each item received a score of 0, 1 or 2:**

|  |  |  |
| --- | --- | --- |
| **0** | **Does Not Meet Expectations** | ***Does not appear to meet local or state expectations or best practices*; information missing, unclear and/or incorrect** |
| **1** | **Meets Minimum Expectations** | ***May meet minimum state expectations but does not appear to represent best practice*** |
| **2** | **Stands Out as Exemplary** | ***Meets and potentially exceeds state expectations and represents best practices*** |

### Section A: ABE Consortium Information

| **Item** | **Notes** | **Rating** |
| --- | --- | --- |
| Entire section |  |  |
| **Total Section Score** |  | /2 |

### Section B: Adult Diploma Pilot Program Staffing

| **Item** | **Notes** | **Rating** |
| --- | --- | --- |
| Staff Roles |  |  |
| Staff Participation in Pilot Training in December (Part One) |  |  |
| Staff Participation in Pilot Training in January (Part Two) |  |  |
| Staff Participation in Working Group |  |  |
| Response to Question B-1  *Please attach a staff roster of all staff that will be working directly with the pilot programming, with names, sites, email and phone numbers, with your application.* |  |  |
| Response to Question B-2  *Please describe your staff members’ training and implementation of GED and adult diploma programming, including participation in the adult diploma task forces, working group or other applicable groups.* |  |  |
| Response to Question B-3  *Please describe your staff members’ training and implementation of standards-based educational models, which could include Minnesota’s K-12 standards, ACES Transitions Integration Framework, the CCRS (College and Career Readiness Standards for Adult Education), Northstar Digital Literacy Standards, and/or other standards models.* |  |  |
| Response to Question B-4  *Please describe your staff members’ training and experience with providing student advising.* |  |  |
| **Total Section Score** |  | /16 |

**Additional criteria to consider when rating the staffing section:**

In the proposed staffing roles, assess:

* The perceived sustainability of staff workloads and roles;
* Identified staff members’ experience with adult diploma programming, GED, student advising, and standards-based education;
* The number of local staff members’ available for training opportunities;
* Staff members’ foundation in and use of Minnesota’s K-12 standards, College and Career Readiness Standards (CCRS) for Adult Education, the ACES Transitions Integration Framework (TIF), and Northstar Digital Literacy Standards; and
* Consortium and program capacity, in part through its experience with adult diploma programming, GED instruction, and connections to K-12 districts and other helpful resources.

### Section C: Adult Diploma Pilot Proposed Programming

| **Item** | **Notes** | **Rating** |
| --- | --- | --- |
| Proposed Sites |  |  |
| Potential Number of Students Participating |  |  |
| English Language Arts Competency Options Available |  |  |
| Math Competency Options Available |  |  |
| Science Competency Options Available |  |  |
| Social Studies Competency Options Available |  |  |
| Employability, Career Development and Digital Literacy Competency Options Available |  |  |
| Response to Question C-1  *Please describe the potential need for state adult diploma programming in your area. With this information, please include information on how the potential participant number (identified above) calculated. (Examples of demonstrated need might include the number of ABE enrollees that do not have secondary credentials, U.S. Census data for your geographic area, applicable enrollee numbers, etc.)* |  |  |
| Response to Question C-2  *In addition to staffing and information noted in previous sections, please describe your consortium’s/consortia’s capacity to implement the state adult diploma pilot.* |  |  |
| Response to Question C-3  *Please describe the technology resources and staff technology skills that may help them implement the state adult diploma pilot. Answers should also include experience and use of distance learning, Northstar Digital Literacy Assessments and/or online portfolios. (Applicants can attach applicable sections of their technology and distance learning plan from their narrative, if applicable.)* |  |  |
| Response to Question C-4  *Of the programming that you currently offer, what classes or instruction do you intend to use with adult diploma students? (Applicants can attach the applicable program/instructional descriptions from their most recent narrative, if applicable.)* |  |  |
| Response to Question C-5  *If approved, how will your state adult diploma pilot work with local school districts? Answers should also indicate whether graduates of the state adult diploma will be eligible to receive a diploma from a local school district.* |  |  |
| **Total Section Score** |  | /24 |

**Additional criteria to consider when rating the proposed programming section:**

In the proposed programming, assess:

* Programming site coordination and consistency across multiple sites;
* Proposed need, based on projected student numbers and justification;
* Sustainability based on student participation numbers compared to budgets and staffing;
* The number of completion options available locally, based on options approved by MDE;
* The proposed instructional description’s alignment with standards, clear articulation, comprehensiveness, ability for students to achieve, intensity of programming, incorporation of digital literacy, embedded nature of advising, and other best practices; and
* Proposed use of technology, including distance learning, portfolios and other resources.

### Section D: Budget

| **Item** | **Notes** | **Rating** |
| --- | --- | --- |
| Budget narrative |  |  |
| Response to Question D-1  *If approved, how much, if any, additional funding and/or resources, including in-kind, will be used to supplement the pilot funds?* |  |  |
| **Total Section Score** |  | /4 |

**Additional criteria to consider when rating the budget section:**

In the proposed programming, assess:

* The sustainability of the proposed budget; and
* The incorporation of other resources or funds.

**Automatic Disqualifications**

| **Section A**  **Is the applicant a current grant recipient as an ABE consortium? (automatic disqualification if no)** |  |
| --- | --- |
| **Section B**  **Are local ABE staff members willing to participate in required training? (automatic disqualification if no)** |  |
| **Section B**  **Are local ABE staff members willing to participate in the monthly State Adult Diploma Working Group? (automatic disqualification if no)** |  |

### Application Summary

| **Total Application Score** |  |
| --- | --- |
| **Does the application have any automatic disqualifications?** |  |
| **Geographic/Transitions Region**  *Central, DOC, East Metro, Mpls, NE, NW, SE, St. Paul, SW, West Metro* |  |
| **Setting**  *Rural, Urban and/or Suburban?* |  |
| **Consortium/Consortia Size (in terms of service)**  *Small, medium or large* |  |

# Section Six: For More Information

[**Minnesota ABE Adult Diploma Web Site**](http://www.mnabe.org/programs/adult-diploma)(www.mnabe.org/programs/adult-diploma)

## Additional Resources

[**Academic, Career, and Employability Skills (ACES) Transitions Integration Framework (TIF)**](http://atlasabe.org/professional/transitions) (http://atlasabe.org/professional/transitions)

[**College and Career Readiness Standards (CCRS) for Adult Education**](http://lincs.ed.gov/publications/pdf/CCRStandardsAdultEd.pdf) (http://lincs.ed.gov/publications/pdf/CCRStandardsAdultEd.pdf)

[**Literacy Action Network Web Site**](http://www.literacyactionnetwork.org/supplemental-service-activities/adult-secondary-credential-task-force)(www.literacyactionnetwork.org/supplemental-service-activities/adult-secondary-credential-task-force)

[**Minnesota Department of Education Adult Diploma Task Force Web Site**](http://education.state.mn.us/MDE/Welcome/AdvBCT/StandultHighSchDiplTaskForce/)(http://education.state.mn.us/MDE/Welcome/AdvBCT/StandultHighSchDiplTaskForce/)

[**Minnesota's K-12 Academic Standards**](http://education.state.mn.us/MDE/EdExc/StanCurri/K-12AcademicStandards/index.htm) (http://education.state.mn.us/MDE/EdExc/StanCurri/K-12AcademicStandards/index.htm)

[**Northstar Digital Literacy Standards**](https://www.digitalliteracyassessment.org/standards.php) (https://www.digitalliteracyassessment.org/standards.php)

## Contact

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