

Adult High School Completion (AHSC) or Adult Secondary Education (ASE)

Instruction designed below the collegiate/post-secondary level for the adult who (1) has basic skills and competence levels in reading, writing, speaking, problem solving and computation; and (2) may or may not have a certificate of graduation (or its equivalent) from a school providing secondary education. Includes grades 9.0 through 12.0.

Adult Basic Education (ABE)

Program of instruction below the 9.0 academic grade level for adults who lack competence in reading, writing, spelling, problem solving or computation at a level necessary to function in society, on a job, or in a family.

English for Speakers of Other Languages (ESOL)

Program below the collegiate/post-secondary level for non-native-English-speakers who lack competence and language acquisition in any of the following: reading, writing, speaking, problem solving or listening.

Board Rule

Refers to Utah State Office of Education (USOE) Board Rule.

College Career Readiness

Academic skills are necessary that students must know and be able to succeed in entry level courses offered at institutions of higher learning.

Transition Services

Information and services provided to students as they leave adult education to assist them in successful entry into college or careers.

SECTION A

ELIGIBILITY TO PARTICIPATE IN ADULT EDUCATION INSTRUCTION

Utah Adult Education is a program of instruction below the collegiate (post-secondary) level for adults. Utah Adult Education is comprised of Adult High School Completion (AHSC/ASE), Adult Basic Education (ABE) and English for Speakers of Other Languages (ESOL) and, as a Utah requirement, is provided to out-of-school persons 16 years of age and older having demonstrated proof of Utah residency.

As a Utah requirement and for clarification of the definition of adult education in determining who is eligible for adult education services, the federal Workforce Investment Act Title II (1998)(section 203 AEFLA) definition is utilized as the state standard for all programs.

The Workforce Investment Act Title II (Sec. 203 AEFLA) describes adult education as:

Services or instruction below post-secondary level for individuals that are:

- 16 years (attained) not enrolled or required to be enrolled in secondary school under state law; and*
- i. lack sufficient mastery of basic educational skills to enable them to function effectively in society;*
- ii. do not have a secondary school diploma or its recognized equivalent (GED®), and have not achieved an equivalent level of education; or*
- iii. are unable to speak, read or write the English language.*

NOTE: Academic instruction must be provided to persons qualifying for services in the student's lowest academic area of instruction as determined by a formal state assessment.

Two main funding sources exist to provide services for adults.

- State legislative Minimum School Program (MSP) funds available to school districts only on a state allocation basis.
- Federal Adult Education and Family Literacy Act (AEFLA) funds available to both school districts and nonprofit community-based organizations on a competitive award basis.

Funding is not assured from year to year and is typically based on the performance or success the state maintains. State and federal funds require that the Utah State Office of Education (USOE) and local programs assure certain processes and are accountable for the funds provided

Resident and Non-Resident Students

Utah adult education services may be offered to persons eligible to participate in adult education whose primary residence is located in a border community not conducive to their commuting to the neighboring state's closest adult education program. These individuals are not subject to paying out-of-state tuition. Programs that are eligible boarder programs are defined in Establishing Proof of Utah Residency – Adult Education Policies and Procedures Tab 18.

It is a Utah State Office of Education requirement that federal funds awarded to districts or community-based organizations be used to serve Utah students. A student must meet the following eligibility criteria for the use of federal funds:

- He/she provides proof of Utah residency, or
- His/her primary residence is located in a border community not conducive to their commuting to the neighboring state's closest adult education program.

Allowable Use of State or Federal Adult Education Funds

Students meeting funding codes 2, 3, 6, and 7 as defined below qualify for use of state or federal funds for eligible activities in adult education. Note: all adult education instructional services are available only to persons who academically are below the collegiate/post-secondary level of a 12.9 academic grade level. Students who academically test at or above the 12.9 grade level in all assessed areas are not entitled to adult education AHSC, ABE and/or ESOL services through the use of either state or federal adult education funds.

**Out-of-school youth
16- and 17-year-old
youth officially released
from the day school
program.**

**Emancipated
Age of majority (in Utah the
age of majority is 18);
includes underage
individuals who are married
and/or individuals who are
adjudicated.**

**Adjudicated
An individual who is viewed
by the court as an adult.**

**Weighted Pupil Unit (WPU)
The Weighted Pupil Unit is
the basic source of funding
for public education and
accounts for about half of all
school funding. It is paid to
districts according to
enrollment.**

**Entering of
Funding Code**

Allowable Use of State Funds

2	<ul style="list-style-type: none"> • 16-19 years of age • Not a high school graduate • Class has not graduated • Out-of-school youth • Submits a completed “Adult Education Program and/or GED Testing Application for 16-18 Year-Old Non-Graduates” form • Academically assessed with a state approved assessment, demonstrating less than post-secondary (12.9) grade level in reading, writing, math, speaking, or listening. Program must focus on improving basic literacy in the lowest of the above named areas of instruction, college and career readiness, transition, in addition to other goals set by student and education staff.
3	<ul style="list-style-type: none"> • 17 years of age and over • Not a high school graduate • Class has graduated • Academically assessed with a state approved assessment, demonstrating less than post-secondary (12.9) grade level in reading, writing, math, speaking, or listening. Program must focus on improving basic literacy in the lowest of the above named areas of instruction, in addition to other goals set by student and education staff.
6	<ul style="list-style-type: none"> • Under 18, but legally documented as a adult • Not a high school graduate • Academically assessed with a state approved assessment, demonstrating less than post-secondary (12.9) grade level in reading, writing, math, speaking, or listening. Program must focus on improving basic literacy in the lowest of the above named areas of instruction in addition to other goals set by student and education staff.
7	<ul style="list-style-type: none"> • 16 years of age and over • High school graduate (either at the time of entry or as a result of completing an adult education diploma or GED) • Academically assessed with a state approved assessment, demonstrating less than AHSC I (9.0) grade level in reading, writing, math, speaking, or listening. Up to 120 instructional contact hours may be provided to ABE (1-4) EFL qualified students. Instruction must be to improve basic literacy in reading, math or English based on an established EFL. Post-testing must be completed within the instructional time period (120 hours) to ascertain any level gains. When the student completes 120 instructional hours whether or not they achieve an AHSC I level in their EFL instructional area, they must be permanently exited from the adult education program and separated from UTopia. These students may not re-enroll in an adult education program. • For ESOL students, who have received a verified diploma outside of the United States, the above policy does not apply as instruction will be in ESL reading/writing or speaking/listening which is less than an AHSC I level of instruction.

Further Explanation

1. Out-of-School Youth Eligibility

Adult education programs have a responsibility to provide educational opportunities to adults and out-of-school youth age 16 or older who have not graduated with a secondary education diploma or its equivalent.
(Board Rule R277-733-1-S-T)

Programs must assure school district administrators that they will not actively seek students who are enrolled in K-12 programs. Use of state or federal adult education funds to support activities in adult education is allowed if the student has written documentation of “not being enrolled” in a K-12 program, i.e., a completed “Adult Education Program and/or GED Testing Application for 16-18 Year-Old Non-Graduates” form.

Further Explanation

Use of State Funds for K–12 Students whose class has not graduated and who want to enroll in adult education.

All public education funds are required to follow the student. For example, if a 17-year-old student whose class has not graduated who currently is attending a K-12 program of instruction wants to enroll in a Utah Adult High School Completion program with the intention of graduating from a K-12 high school, the district Weighted Pupil Unit (WPU) generated by that student from the K–12 program **must** be transferred to the adult education program to pay for the student’s education. The funds are to be pro-rated if the student transfers to the adult education program after the beginning of a school year based on time spent in the adult education program. (Board Rule R-277-733-7-A-5).

Board Rule:

“A student under 19 years of age who has not graduated and who is a resident of the district, may, with approval under the state administered Adult Education Standards, enroll in the Adult Basic and Adult High School Completion program and generate regular state WPUs at the rate of 990 clock hours of membership per one weighted pupil unit per year, 1 FTE on a yearly basis. The clock hours of students enrolled part-time must be pro-rated.” (Board Rule R-277-733-7-A-5).

If the WPU does not follow the student for his/her participation in adult education, the program should charge the student full fees and tuition, just as the student would pay to the nearest public college (includes applied technology colleges) or university (*Utah Code 53A-15-404 2*).