Adult High School Completion student
An AHSC student demonstrates a functioning level of at least 9.0 in any of the following content areas: reading, writing or total math. Entering Functioning Level (EFL) refers to the student's lowest content area measured by a standardized academic test and scale score.

Entering Functioning Level (EFL)
An EFL is determined by scale scores obtained from a standardized test. A student's scale score in his/her lowest area of instruction (i.e., math, writing, or reading) determines a student's EFL for reporting purposes and is the baseline upon which advancement to higher NRS levels is based. (See NRS functioning levels for ESOL, ABE and AHSC.)

Credit
A Carnegie unit of recognition awarded to a student based on successful completion of an approved educational course of instruction approved by a local board of education.

SECTION 2

ADULT HIGH SCHOOL COMPLETION (AHSC/ASE)

Adult High School Completion (AHSC) is a program of instruction below the collegiate/post-secondary academic level. The Utah Adult High School Completion (AHSC) program is also referred to as Adult Secondary Education (ASE).

Board Rule:
"The Utah Adult High School Completion program (AHSC) is a program of instruction that leads to an adult education secondary diploma. Core courses must be taught by Utah State Board of Education certified teachers."
(Board Rule R277–502–5)

Utah State Office of Education-approved core courses are required.

An adult high school completion student demonstrates a functioning level of at least 9.0 in any of the following content areas: reading, writing or total math. Entering Functioning Level (EFL) refers to the student's lowest functioning level as measured by a standardized academic test scale score. (TABE test scale score minimum: Reading 567; total math 566; or language 560.)

Criteria and competencies, as described in the National Reporting System (NRS), serve as the measures used for reporting. (Adult Education Policies and Procedures Section 6—Keeping Track of Students.)

The Test of Adult Basic Education (TABE) is an academic standardized test, approved by the USOE used to determine a student's Entering Functioning Level (EFL). (Adult Education Policies and Procedures Tab A—Assessment Policy)
AHSC students must have a complete pre-test to determine EFL and must have a post-test after appropriate instruction to determine level gain(s). (Adult Education Policies and Procedures Section 6—Keeping Track of Students.)

Adult High School Completion Credit (Earned)

Earned credit is achieved by directly participating in the Adult Education High School Completion program instructional courses.

Credit achieved from sources other than the managing adult education program is considered awarded credit.

Coursework in English as a Second Language (ESL), literacy and Adult Basic Education (ABE) are classes below grade 9.0 and do not generate earned credit.

Adult High School Core Requirements

Adult High School Completion coursework and credits are earned in a sponsored program. The Utah Board of Education establishes the Core Curriculum. A student must meet all core requirements for graduation as established by local boards of education and required in Board Rule R277-733-8-H. Additional credits above the minimum number required are determined by local boards of education and may

Earned credit
Credit earned as a result of a student participating in adult education instruction or performance on a competency test ("clepping out") that earns approved credit.

Awarded credit
Credit for documented educational activities completed outside the managing adult education program.

Adult High School Completion Core
Prescribed group of classes necessary for AHSC students to successfully complete for graduation. Other requirements may be necessary in addition to completion of core classes to obtain an Adult Education Secondary Diploma.

National Reporting System (NRS)
The National Reporting System serves as the accountability system for federally funded adult education and literacy programs under the authority of Title II of the Workforce Investment Act. Each state has accountability requirements under the Act, along with definitions of these measures, methodologies for collecting them, and reporting formats.

exceed the state requirement (Adult Education Policies and Procedures Tab G – Graduation Requirements). Students receiving education services in a state prison or jail education program shall graduate with an Adult Education Secondary Diploma upon completion of the state required 24.0 units of credit required under R277-700 satisfied through competed credits. (Board Rule R277-733-8-J)

Adult High School Graduation Requirements

In order to graduate from the Adult High School (AHSC/ASE) program, a student must have earned the required core credits as approved by the Utah State Office of Education Board. (Board Rule R277-733-8-H) (Adult Education Policies and Procedures Tab G – Graduation Requirements)

A student must have the local board of education-required number of credits and meet any other local or state requirements.
The Utah Adult Education Program shall offer courses consistent with the Core curriculum under R277-733-8 and shall be consistent with R277-700-6, 7 and 8.)

The wording on an awarded adult education diploma must be: "Adult Education Secondary Diploma."(Board Rule R277-733-8-O)

Methods of Documenting Awarded Credit

Credit for completion of outside accomplishments is recorded as "awarded" credit. These are credits awarded for accomplishments outside the district adult education program. (Awarded credit is not included in the state Adult Education funding formula.) Written documentation for outside credit must be kept in the student's file.

Item	Maximum Number of Credits	Subject Where Credit Can Be Applied	Description
Work Experience	4.0 credits maximum	Elective or CTE	1.0 credit for 900 hours (.50 for 450 hours) of continuous, professional employment (W2 or pay stubs)
Professional license or certificate skill training	3.0 credits maximum	Elective or CTE	1.0 credit for every 180 hours of training required for a professional license, or 180 hours of documented achievement of a trade or skill
Military experience	3.0 credits maximum	PE or elective (military basic)	1.50 credit maximum for basic training (PE or elective); 1.0 credit for each 180 hours of other verified military training (not to exceed 1.50 credits) (Form DD214)
College or university	As evaluated by transcript	Appropriate subject area analysis	1.0 credit for each 5 quarter-hours or 1.0 credit for each 3 semester hours
Apprenticeship	3.0 credits maximum	Elective or CTE	1.0 credit for each 72 hours of approved apprenticeship work performed (union or registered work credential)
Previously transcripted credits	As evaluated by transcript	Appropriate subject area analysis	Transcript evaluated according to district and core courses (documented)
GED	5.0 credits maximum (district decision if the GED credits are transcripted either as a "hard copy" or were entered into UTopia prior to July 1, 2009)	Appropriate subject area analysis	Credit awarded at the discretion of the district