Utah STATE OFFICE of Education

Leadership...Service...Accountability

Memo

TO: Adult Education Directors/Coordinators, Student Services Coordinators, High School Counselors, LEA IT Directors

FROM: Jerry Winkler, Information Technology Manager
Marty Kelly, Adult Education Coordinator

DATE: May 7, 2012

RE: Adult Education Clearing House Completer Codes for K-12 Schools
Your assistance is needed.

As you recall in previous discussions, an out-of-school youth of school age who has successfully completed an Adult Education Secondary Diploma (Carnegie unit diploma) or a Utah High School Completion Diploma (GED) shall be reported as a graduate for K-12 graduation (AYP) outcomes. Utah State Board of Education Rule R277-733-7-E(6).

Adult education diploma or GED outcomes for school age youth earned during the 2010-2011 program year will be made available to K-12 schools shortly. ***Your assistance is needed in conveying the information contained in this memo to the person(s) who have responsibility in your LEA to submit appropriate S1 record with residency status of X (formerly Exit Status Change Records) in the October 15th Clearinghouse File.*** In some cases this is the high school registrars, student services personnel, student information personnel or school counselors. You may/will need to ask around to find out who this/these people are.

Completion data for Out-of-School youth of school age enrolled in a public education school during the 2010-2011 program year and exited during the same program year who successfully completed the GED or an adult education diploma during that same program year will be made available to all LEA IT personnel who are Clearinghouse liaisons via three reports. Files containing the School Year 2011 reports will be posted to the Clearing house MoveIt "Adult Education" folder as follows:

- July 17 Report 1 Achievements completed between 7/1/2011 – 7/16/ 2012.
- September 18 Report 2 Achievements completed between 7/17/2011 – 9/14/ 2012 plus Report 1 reposted.
- October 3Report 3 Achievements completed between 9/14/2011 – 9/30/ 2012 plus Reports 1 and 2 reposted.

NOTE: After the files are posted they will be available only for 3 working days.

USOE's Information Technology section will be providing to those IT individuals this letter along with additional instructions for obtaining a file containing a list of both diploma and GED results.

School personnel responsible for changing and submitting S1 records with residency status of X in the Clearinghouse File will need to change exit codes to completer codes as follows:

GG Completer code for GED achievement
GC Completer code for an Adult Education Carnegie unit diploma

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

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

If further information is required you may contact Marty Kelly at 801-538-7824 or marty.kelly@schools.utah.gov.

250 East 500 South P.O. Box 144200 Salt Lake City, UT 84114-4200 Voice: (801) 538-7500 Fax: (801) 538-7769 TDD: (801) 538-7876
Larry K. Shumway, Ed.D., State Superintendent of Public Instruction