

## Intake and Orientation Procedures

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| Consortium          | Duluth Adult Education  |
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| Date of last update | 6/1/2019  |
| Policy guidance     | From <a href="http://www.mnabe.org/abe-law-policy/mn-abe-policies">Minnesota ABE Policies website</a><br>(www.mnabe.org/abe-law-policy/mn-abe-policies): <ul style="list-style-type: none"> <li>• Conditional Work Referral Policy</li> <li>• Eligible Student Policy</li> <li>• Eligible Content Policy</li> </ul> |

### Introduction

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

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

## Intake and Orientation procedures

### Eligibility

- All students that register and receive services through Duluth Adult Education must meet the following state eligibility requirements. All students are screened at registration to determine that they in fact meet these requirements:
  1. Be at a minimum of 17 years old
  2. Are not enrolled in any secondary K12 education. Drop dates are verified if they have been enrolled in K12.
  3. Live within the service area zip codes of Duluth, Hermantown, or Proctor
  4. Qualify for services because the student
    - a. Is an English Language Learner
    - b. Does not have a high school diploma or its recognized equivalent (GED)
    - c. Lacks basic academic skills and is therefore unable to function effectively in society

### K-12 system and the ABE system

- All DAE Support Staff who answer phones and interact with drop in students are trained how to give guidance to individuals 21 and younger.
- If a student is 21 or younger and seeking a GED or diploma, DAE staff will verify that they know about and have had contact with the Area Learning Center (ALC) of Duluth Public Schools which offers credit recovery. Many times these students are referred to the ALC before moving forward with registration. This is especially important for students who have an Individualized Education Plan (IEP) and are eligible for special education services.

### Student Data

- At downtown DAE and satellite sites, all students complete a Step 1 registration form or a paper intake form which collects all the information needed for the Management Information Systems Assistant to enter the individual into SID.
- Most students also complete a Step 2 registration form which collects more detailed information from the student that is useful to their teacher and helps the DAE Manager monitor student trends.
- Step 1, Step 2, and testing information are included in a new student folder created by DAE Support Staff and passed on to the teacher.

## Document A

- This data is typically entered into SID within 24-28 hours by the Management Information Systems Assistant.

## Orientation

- The Duluth Adult Education website, [dae.isd709.org](http://dae.isd709.org), was created to offer ease of access to programming, information, and is where the registration/orientation process begins.
- The Step 1 registration link is found on the website and offers a way for prospective students to get started immediately. When the form is completed, DAE Support Staff are alerted and they contact the prospective student to schedule Step 2 which is the registration/orientation process.
- Registration/Orientation is offered to students in multiple ways:
  - Group Registration: every Wednesday from 9:00-12:00
  - Evening Registration: every Wednesday evening from 5:00-7:00
  - Drop-In Registration: Monday, Tuesday or Thursday from 8:30-1:00

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| <b>Wednesday Group Registration</b> | <b>9:00 - 12:00</b>  |
| 8:45-9:00 arrival                   | Welcome!<br>-New Students are welcomed with a DAE choice of beverage container, DAE bag, pen and a new folder. This is a fun way to bolster enthusiasm and connection in what can be a difficult step for some new students!<br>-Students are then instructed on "Step Two" which they do on their phone or a chromebook.<br>-All of this is completed in the DAE Student Lounge where we offer free coffee and doughnuts. |
| 9:15                                | Welcome and explanation of the registration and orientation process by the DAE Manager, the class offerings at DAE, the purpose and necessity of CASAS assessments, student contract overview, and typical practices at Duluth Adult Education.  |
| 9:30-11:00                          | CASAS Assessments are administered.  |
| 11:00 - 12:00                       | Individual student interviews with their new teacher. Teachers go over goal setting with students, sign students up for distance learning platforms, discuss their learning plan, explain student supports available to students, and build a positive relationship with them.   |
| <b>Wednesday Evenings</b>           | <b>5:00-7:00</b>   |
| 5:00-5:15                           | Welcome! Students receive a short introduction from the instructor.  |
| 5:15-7:00                           | Step Two completion, CASAS Assessments are administered.<br>- Their teacher will contact them via phone or email within 48 hours to get them started to go over goal setting with students, sign students up for distance learning platforms, discuss their learning plan, explain student supports available to students, and build a positive relationship with them.  |
| <b>Drop-In Registration</b>         | <b>Monday, Tuesday, Thursday availability from 8:30-1:00</b>   |

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| Time can vary. | New students are orientated in the same fashion as the group registration for a thorough experience; usually meeting their teachers after the completion of all registration necessities. Typically, all incoming <b>new ESL students</b> utilize drop-in registration to create an ease of process with extra time, translation devices to ensure all questions are answered and a clear understanding is established of their new school schedule through this one on one experience. |
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- Duluth Adult Education off site and satellite site programming may have varied registration/orientation processes:

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| American Indian Community Housing Organization (AICHO) | All pertinent procedures regarding Step 1 and Step 2 form completion, testing, goal setting, and learning plan development are followed at this site, but occur in a more individualized experience. Google docs and forms are used for the transfer of required information that needs to be entered in SID.   |
| Community Action Duluth                                | All pertinent procedures regarding Step 1 and Step 2 form completion, testing, goal setting, and learning plan development are followed at this site, but occur in a more individualized experience. Google docs and forms are used for the transfer of required information that needs to be entered in SID.   |
| Lake Superior College                                  | Step 1/paper intake forms are completed by all students in the first day or two of class. CASAS pre-testing occurs within the first week of class and post-testing occurs by week 12 of the semester for most classes. With a more traditional classroom setting, the teacher guides the students as a group through goal setting and developing a learning plan. |
| St. Louis County Jail                                  | Paper intake forms are completed when a student joins a class for the first time. Due to the short term stay of most students, additional paperwork is rarely collected.  |

## Goal-setting Process

- The goal setting process begins with the first question on the Step 1 registration form: which program are you interested in?
  - GED/Diploma
  - ELL/ESL
  - Core/Basic Skills
  - College Preparation
  - Career Path
- When students complete Step 2, they are asked more specifically:
  - What is motivating you to commit time to your education?
  - What do you hope to accomplish by working with Duluth Adult Education? And when do you hope to accomplish it by?
  - Please explain anything that may challenge you being successful as you work toward your goal.
  - Please explain anything that may support you being successful as you work toward your goal.

- What method of learning works best for you?
- When students complete the registration/orientation process and meet their instructor, Duluth Adult Education instructors actively promote and lead students through a goal-setting process. Upon student entry into the classroom, instructors spend time getting to know students, their priorities, their challenges, and ultimately their path to success.
- Duluth Adult Education instructors located at the downtown location keep track of students reaching milestones toward their larger goal and three times a year students who have met milestones are invited to be honored at a Student Success Celebration.
- Students do not go through this goal setting process at St. Louis County Jail and students enrolled in developmental education classes supported by a Duluth Adult Education instructor at Lake Superior College.

## Conditional Work Referrals

- Duluth Adult Education continues to work with the CareerForce and SOAR Career Solutions. Occasionally, our partners work with clients looking to improve their computer skills. These students are then referred to the DAE through a Google Form/Conditional Work Referral Form (The CWR Form includes all vital intake information including the Tennessen Warning) by the partner and it is emailed to the general DAE email. The partner then instructs the client to proceed to DAE to get started.
- Upon arrival at the DAE, the Management Information Systems Assistant locates the CWR, and welcomes the new student, defines the CWR in context with the DAE, gives the new student a tour and introduces the new student to their teacher. In these instances, students who registered will be given Conditional Work Referral status with the DAE upon entry.
- Rarely do CWR students extend beyond the 30 hour Conditional Work Referral status. In the case that a Conditional Work Referral student would like to continue to work with DAE, the student is invited to participate in Registration and Orientation and all additional pertinent intake forms, tests, and procedures are completed.

## Additional Guidance

- Please see Section 2 Document C for contact hour tracking procedures.