

PAEC AGE Enrollment Procedures

1. Ensure all minimum required Student Demographic, WDIS, and WIOA information has been collected and confirmed. See FOCUS for appropriate identifier options.

- Full Legal Name
- Grade 30 or 31
- Resident Status and County
- First Time Student Indicator
- Sex
- DOB
- SSN **must** be requested and entered in FOCUS if provided
- Race and Ethnicity
- Employment Status
- Origin of Schooling
- Highest School Grade Completed
- Income Status
- Employment Barriers
- If applicable, also confirm Military Status, Ex-Offender, Homeless, Migrant, Citizenship, Single Parent/Pregnant Woman, Displaced Homemaker, ELL, Disability/ESE Exceptionalities, AHS Diploma Option

2. Enroll the student in the school in FOCUS, but do not yet add a schedule.

3. Pre-Test the student before enrolling into the desired program. Ensure the appropriate test is completed for both Reading and Math if applicable. The test must align to the course scheduled. See WDIS Appendix R for specific test and placement information. Below are the general EFL requirements for placement into AGE programs.

ABE EFL 1-4	GED EFL 5-6	ASB EFL 5-6	ESOL EFL 1-6
See current year WDIS Appendix R for specific assessment and placement information. www.fldoe.org/accountability/data-sys/CCTCMIS/dcae-dis/database-handbooks.stml			

4. Add test outcome information for the student under Test History.
5. Schedule the student into the appropriate course/program based on test outcomes. See WDIS Appendix R for test and placement information.
6. Review scheduled days and daily hours on schedule to confirm it matches what the student is actually attending.

After the student is scheduled, FOCUS should automatically populate pre-test information on the schedule if the data was entered properly.

When it is time to post-test the student, enter the assessment information prior to withdrawing the student schedule. This will allow FOCUS to populate the post-test information overnight. Once the post-test is populated, you may withdraw the student from the schedule and school using the last date of attendance and appropriate withdrawal code, AGE Withdrawal Reason, and WDIS Diploma Date/Type if applicable.