

Registration and Orientation Procedures

Consortium	Great Rivers Adult Education Consortium
Staff contact	Susie Evans and Becca Bair
Date of last update	May 2023
Policy guidance	From Minnesota ABE Policies website (www.mnabe.org/abe-law-policy/mn-abe-policies): · Conditional Work Referral Policy · Eligible Student Policy · Eligible Content Policy

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:*
 - *Age Eligible: Individuals are 17 years of age or older*
 - Great Rivers requires that all students fill out a registration form and provide identification when necessary. In doing so, we are able to verify the age of all students and participants.
 - *Not in K-12 Education: Individuals are not enrolled or required to be enrolled in secondary school (high school) under state law,*
 - Great Rivers students that are under 21 and have attended high school in the US are required to show proof of exit from their high school. This is done through transcript requests from their previous high school.
 -

- *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*
 - Educational needs are verified through CASAS tests, GED Ready assessments, needing a high school diploma or equivalency or lacking in skills that could hinder future education and/or employment opportunities
- *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*
 - Staff from the Great Rivers Adult Education team attend meetings at our district high schools before students drop out. During these meetings, students and families are reminded of the right to attend high school till the age of 21. During these meetings, all the options are laid out from attending area alternative programs, adult education, and continuing as a fifth year in high school. They are also notified that choosing to move to a path in adult education would mean that any special education services would also need to be waived.
- *What and how student data is gathered and how it is entered into SiD in a timely manner*
 - There are several ways for students to register with Great Rivers. Most commonly, students fill out the online registration form. This notifies staff to connect with the student to set up an appointment for orientation. Paper versions of the registration form are available on-site. These paper versions are also administered during orientation appointments regardless of whether the student filled out the online registration form or not. Students may also call and be registered over the phone. Students fill out a paper version of the registration form at the time of orientation. This information is entered into SiD the same or the following day depending on the workload. The only exception to this is for students at Dakota County Jail which are entered weekly.

- *How the consortium conducts student orientation that provides students with essential information, policies and expectations*
 - Great Rivers staff meets with students individually or in small groups to conduct orientation. During the orientation, students fill out the registration form, are given a copy of the Tennesen Warning, they sign and review the student policies, and if time allows, are given a pretest. Once the full orientation is completed, students receive a student packet containing a full program schedule, a personalized schedule, copies of the Tennesen Warning and student policy, contact information for the program, and their pre-test scores. These packets are reviewed with the student in person and a translator is used when needed.
- *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*
 - Staff meets with students individually during small group orientation. During this process, teachers work with participants to set education and employment goals. Staff also engages the student to discuss other needs that may be directed to our partners. Once a student begins classes, these conversations continue between teachers and students. Great Rivers puts relationships at the forefront of programming. With this model, we are able to make room for students to express their needs and goals.
- *How the consortium manages the process of enrolling and placing individuals with conditional work referrals*
 - Great Rivers does not currently have any students on a conditional work referral.
- *What additional guidance and procedures the ABE consortium has for local staff regarding contact hour tracking*
 - Teachers in Great Rivers enter daily attendance, with the exception of the jail classes. Office staff monitors attendance weekly to ensure data is collected in a timely manner. Proxy hours are entered on a monthly basis, by office staff, under the direction of the Proxy Hour Policy and

Distance Learning Procedures mandated by the Minnesota Department of Education (MDE) and Support Services Providers.

Intake and Orientation procedures

Registration Procedures

Before:

- ☐ Review Google Registration Form daily
- ☐ Add registration information to SID
- ☐ Email the student about orientation/testing options
- ☐ Document contact with the student in the Google spreadsheet
- ☐ If the student requires Language Line translation services, add them to Talking Points and text them that you are going to call with an interpreter

At Orientation:

- ☐ Take student picture
- ☐ Fill out the paper registration form
- ☐ Complete CASAS test
- ☐ Sign student policy
- ☐ Review new student packet
- ☐ Determine appropriate class with CASAS Score and location preference
- ☐ Schedule start date

After:

- ☐ Email the student with class confirmation (start date, time, location)
- ☐ Update SID registration
- ☐ Make a file for new students or add new paperwork to the existing file
- ☐ Enter CASAS Score
- ☐ Add to class in SID
- ☐ Email the teacher to notify them that a new student is starting
- ☐ Add orientation attendance hours to the time tab
- ☐ Add the student to Talking Points for class

Ongoing:

- ☐ Check weekly attendance
- ☐ Enter Monthly Proxy Hours
- ☐ Assist teacher with final notice calls/emails

Registration Procedures (Jail)

During Registration:

- ☐ Students sign up for classes on the kiosk
- ☐ Students complete registration at the first class session

Office:

- ☐ Enter/Update SID Information
 - ☐ Employment: Not employed
 - ☐ Public Assistance: No public assistance
 - ☐ Check Community Corrections in the NRS Program
- ☐ Add the student to all applicable classes in SID
- ☐ If the registration form is missing key information - return the form for updates
- ☐ Enter attendance information
- ☐ Enter Jail tech agreement (if received) under history in SID
- ☐ Enter attendance and update test scores as received from teachers.

Ongoing:

- ☐ Enter weekly attendance
- ☐ Enter Monthly Proxy Hours from iPad programs