

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
 ADULT CAREER AND CONTINUING EDUCATION SERVICES (ACCES)
 ADULT EDUCATION PROGRAMS & POLICY (AEPP)

AEPP STUDENT RECORD CHECKLIST

STUDENT NAME:				
PROGRAM:		START DATE:		
*Student files must be locked in a file cabinet				
#	ENROLLMENT	Yes/On file	No/Not on file	N/A
1	Individual Student Record Form (ISRF) signed by student	☐	☐	☐
2	Student is 21 years of age or older	☐	☐	☐
3	Education & Employment Plan (EEP)	☐	☐	☐
4	American with Disabilities Act (ADA) signed by student	☐	☐	☐
5	Has a NYS HSE or HS diploma and scored below Level 5 in TABE 11/12 <u>reading</u> ☐ or TABE 11/12 <u>math</u> ☐	☐	☐	☐
6	Student attendance agreement signed by student			
	PROGRAM CONSTRUCT	Yes/On file	No/Not on file	N/A
7	Student Attendance signed by the instructor	☐	☐	☐
8	Student is tracked on ASISTS	☐	☐	☐
9	Traditional adult literacy instruction (In person)	☐	☐	☐
10	Distance Education for adults AEPP Screening Tool was completed with student	☐	☐	☒
11	Workplace literacy (In person)	☐	☐	☐
12	Career & Technical Education (CTE) (In person)	☐	☐	☐
13	Co-Enrolled in Literacy Classes & CTE	☐	☐	☐
14	Work experience programs (In person)	☐	☐	☐
15	ESL Student: Assessments – BEST Plus 2.0 or BEST Literacy	☐	☐	☐
16	Students enrolled in ABE, ASE, or ESL have 150 hours of instruction available during the fiscal year	☐	☐	☐
17	Pre-test provided within the first 12 hours	☐	☐	☐
18	Post-test provided per the NYS Assessment Policy	☐	☐	☐
19	Taught by a certified teacher (K-12 or Adult Education Certified)	☐	☐	☐
	PROGRAM/PROJECT SERVICES	Yes/On file	No/Not on file	N/A
20	Case Management Services Provided and Recorded	☐	☐	☐
21	If student exited, a new intake process was provided	☐	☐	☐
22	If an HSE Preparation program, the student has been selected as enrolled in GED Manager to be matched in ASISTS	☐	☐	☐

*Please refer to the EPE Manual for guidance and a complete list
<http://www.acces.nysed.gov/common/acces/files/aepp/epmanual.pdf>