

INSTRUCTIONS FOR COMPLETING ADULT EDUCATION PROGRAM ANNUAL REPORT.

The first 4 lines provide information of who is submitting the information, location, and other contact information.

SECTION I: General Education Development (GED) program.

For the program in this Section, we are asking for information concerning only GED enrollees. On page 3 of this form, you will find common measures that are being used throughout the federal government to measure how well the resources we have are being used, and the effectiveness of the programs. Be sure that you have captured data of their previous employment salaries.

1. Number of students enrolled in the GED program: Report the total number of students who are enrolled this reporting period. We do not mean only those whose enrollment began during this reporting period, but all who are presently in the program. The first step in measuring success in the program is to establish the population we have enrolled in this program. This involves common measures 1, 2 and 3,
2. Number of students who received GED certificate: Include only those who received the certificate during this reporting period. This data is part of measure 2 showing measure of accomplishment.
3. Number of students who enrolled in GED but not completing the GED course work: This number may reflect those whose enrollment is so new that they could not have completed course work; it also includes those who have been unable to finish for other reasons. This includes aspects of measures 1 and 2.
4. Number of students that have or are entering college as a result of completing GED during this reporting period: This data also helps measure the success of the program by showing the GED graduates who can now benefit from higher post- secondary education. This is part of measure 2; you will note that some narrative may be required to show basis for the data.
5. Number of students entering employment after completing the GED: As you count those who gained employment during this period, be sure you also get wage information to help answer measure 3 and measure 4. This data is used to show the effectiveness of the training received.

SECTION II: ADULT BASIC EDUCATION (ABE) PROGRAM

1. Number of ABE courses offered: Count all courses offered which lead to a GED, training or employment.
2. Number of students enrolled in ABE courses: Count all students enrolled at any time during this reporting period. This number provides the basis for measuring the effectiveness of the program.
3. Number of students completing ABE course work: Count only those who completed course work during this reporting period.
4. Number of students in GED, training or employment resulting from ABE: Count all students enrolled in GED, training or employment as a result of ABE (this is a total number). Disaggregated subtotals are identified in A,B and C.

SECTION III: EARNINGS GAINS (Excluding Post Secondary Education Placements).

1. Average annual earnings prior to ABE Program: Record each student salary prior to enrollment in GED or ABE. Add the total amount of all student beginning annual earnings and divide that number by total number of students.
2. Average increase of annual earnings after completing ABE program: Record each student salary increase following completion of GED and ABE. Record each student salary following GED or ABE completion. Add the total amount of all student annual earnings following completion and divide that number by total number of students

SECTION IV: TOTAL PROGRAM COST PER PLACEMENT IN A JOB

1. Total annual program cost per successful outcome. (Total annual program costs/ the number of placements in a job or in post secondary education.) Add the total number of students completing a GED, enrolling in a post-secondary program and the number gaining employment. Divide this total student number into the annual program cost.

SECTION V: SERVICES PROVIDED TO PARTICIPANTS

1. Number of adults receiving employment counseling: Count all students who have received employment counseling through GED and ABE.
2. Number of adults receiving education related counseling: Count all students who have received counseling related to education through GED and ABE.
3. Number of adults referred to other service organizations: Count all students who have been referred to other service organizations through GED and ABE.

SECTION VI: PROGRAM COSTS SOURCE OF FUNDING: Indicate amount of funding received from each of the following sources.

TRIBAL PRIORITY ALLOCATIONS (TPA)	ADMINISTRATIVE COST	DIRECT PROGRAM COST

SECTION VII: PROGRAM ACCOMPLISHMENTS

As an attachment, this section can include program accomplishments and other pertinent information about your adult education program not limited to news articles, pictures, video, highlights, etc. You can explain any special circumstances that affect the data you have recorded.