

INSTRUCTIONS FOR COMPLETING
THE ADULT EDUCATION PROGRAM ANNUAL REPORT

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

SECTION I: General Education Development (GED) program.

For this Section, we are asking for information concerning only GED enrollees.

- Note: This information helps determine whether common measures of resource use and program effectiveness are met. These common measures, which are used throughout the Federal Government, are listed on page 3 of the form. The first step in measuring success in the program is to establish the population we have enrolled in this program. Tracking who receives GED certificates and who has not yet completed GED course work helps determine whether measures 1 and 2 are met. The number of students who have entered college after completing the GED program helps with measure 2 by showing the GED graduates who can now benefit from higher post-secondary education. The number of students entering employment after completing the GED program helps with measures 3 and 4, to show the effectiveness of training received.

1. Number of students enrolled in the GED program: Report the total number of students who were enrolled during the reporting period. This should include all students enrolled in the beginning and throughout the reporting period.
2. Number of students who received GED certificate: Report the total number of students who received a GED certificate during the reporting period.
3. Number of students enrolled in GED but who have not yet completed the GED course work: Report the total number of students who were enrolled in the GED program during the reporting period but have not completed the GED course work as of the end of the reporting period. This number may reflect those who were enrolled, but were unable to complete the course work due to being new or other reasons.
4. Number of students that have entered college after completing the GED program: Report the total number of students who have completed the GED program during the reporting period and have entered college during the reporting period. Some narrative may be required to show basis for the data.
5. Number of students who gained employment after completing the GED program: Report the total number of students who gained employment during the reporting period after completing the GED program during the reporting period. Be sure to obtain wage information.

SECTION II: ADULT BASIC EDUCATION (ABE) PROGRAM

1. Number of ABE courses offered: Report the total number of ABE courses offered during the reporting period. Be sure to include all courses offered which lead to a GED, training or employment.
2. Number of students enrolled in ABE courses: Report the total number of students who were enrolled in ABE courses during the reporting period. This should include all students enrolled in the beginning and throughout the reporting period.
3. Number of students who have completed ABE course work: Report the total number of students who have completed the ABE course work during the reporting period.
4. Number of students in GED, training, or employment after completing ABE course work: Report the total number of students who have completed the ABE program during the reporting period and enrolled in GED or training, or who have gained employment during the reporting period.

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

- Note: Be sure that you have captured data of students' previous employment salaries ("annual earnings prior to ABE program").
1. Average annual earnings prior to ABE program: To obtain this average, add salaries of students prior to their enrollment in ABE. (Include only those students who completed the ABE program during the reporting period.) Divide that sum by total number of students who completed the ABE program during the reporting period.
 2. Average annual earnings after completion of ABE program: To obtain this average, add salaries of all students after the completion of the ABE program. (Include only those students who completed the ABE program during the reporting period.) Divide that sum by the total number of students who completed the ABE program during the reporting period.

SECTION IV: TOTAL PROGRAM COST PER PLACEMENT IN A JOB OR POST-SECONDARY EDUCATION PLACEMENT

1. Total annual program cost per successful outcome: First, obtain the number of placements by adding the total number of students who did any of the following during the reporting period: completed a GED program, enrolled or will enroll in a post-secondary school, and gained employment. Divide the total of the annual program cost by the number of placements. The result is the total annual program cost per successful outcome.

SECTION V: SERVICES PROVIDED TO PARTICIPANTS

1. Number of adults who received employment counseling: Report the total number of student who received employment counseling through GED and ABE during the reporting period.

2. Number of adults who received education-related counseling: Report the total number of students who received counseling related to education through GED and ABE during the reporting period.

3. Number of adults referred to other service organizations: Report the total number of students who were referred to other service organizations through GED and ABE during the reporting period.

SECTION VI: PROGRAM COSTS SOURCE OF FUNDING: Indicate amount of funding you used from each of the following sources to operate your adult education program during the reporting period.

TRIBAL PRIORITY ALLOCATIONS (TPA)	CONTRACT/COMPACT FUNDS FOR ADMINISTRATIVE COSTS	CONTRACT/COMPACT FUNDS FOR DIRECT PROGRAM COSTS

SECTION VII: PROGRAM ACCOMPLISHMENTS

In this section, you may attach program accomplishments and other pertinent information about your adult education program (news articles, pictures, video, highlights, etc.). You may also explain any special circumstances that affect the data you have recorded.