



## MEMORANDUM

**TO:** Dr. John B. Gordon III, *Superintendent*

**FROM:** Stenette Byrd III, *Chief of Schools*  
 Ronald M. Leigh, *Director of Secondary Leadership*

**DATE:** November 28, 2023

**RE:** Adult and Continuing Education Program Summary of Participants  
 Fiscal Year 2022-2023

Below is the information that was requested in reference to the Adult Education Program in Suffolk Public Schools. Listed are the courses that we offer, participant counts and course completers. The adult program offers entry-level career training courses and programs to eligible adults. All courses are offered during evening hours at The College and Career Academy at Pruden.

<b>Adult and Continuing Education Career Training Program</b>	<b>Participant Count</b>	<b>Course Completer</b>	<b>Percentage</b>
Culinary Course 3.5-hour course	12	12	<b>100%</b>
Nurse Aide 4-month course	26	20	<b>77%</b>
Health Assisting Careers Nurse Aide extension course	6	6	<b>100%</b>
Introduction to HVAC 6-week course	5	5	<b>100%</b>
Cosmetology 20-month course	8	1	<b>12.5%</b>
EMT 4-month course	0	0	<b>N/A</b>
Forklift 5-hour course	22	22	<b>100%</b>

Welding - Sessions 1 & 2 Semester 1	17	15	<b>88%</b>
Welding - Sessions 3 & 4 Semester 2	18	17	<b>94%</b>
Welding – Summer Session 6-week course	8	8	<b>100%</b>
Welding Refresher 3-week course	5	5	<b>100%</b>
<b>TOTAL</b>	<b>127</b>	<b>111</b>	<b>87%</b>

### **ADULT EDUCATION AND LITERACY PROGRAM DEFINITIONS**

**National Reporting System (NRS):** The National Reporting System is an out-come based system for the State-administered, federally funded adult education program. NRS data describes adult education participants, including their characteristics, levels of participation in adult education programs, and performance on measurable skill gains, employment earnings, and secondary and post-secondary credential attainment.

**Adult Basic Education (ABE)** - Instructional program that provides basic skills for adults who are performing below the ninth-grade level in reading, writing, mathematics, and other basic skills.

**Adult Secondary Education (ASE)** – Instructional program to serve learners performing on a ninth-grade level or higher in reading, writing, and mathematics.

**English as Second Other Languages (ESOL)** – Instructional program for adults learning the English language and used interchangeably with ESL or English Language Acquisition (ELA).

Adult and Continuing Education ABE, ASE, & ESOL	Participants with 12+ Contact Hours	GED Credential Attainment
Adult Basic Education (ABE) NRS Levels 1-4	78	2
Adult Secondary Education (ASE) NRS Levels 5-6	24	10
English as Second Language (ESL) NRS Levels 1-4	10	N/A
English as Second Language (ESL) NRS Levels 5 -6	5	N/A
<b>TOTAL</b>	<b>117</b>	<b>12</b>

## **Curriculum and Instruction Resources**

Virginia's state-adopted standards are the College and Career Readiness Standards for Adult Education (CCRS), supported by English Language Proficiency Standards for Adult Education (ELPS).

GED Testing Service Resources for Educators

- GED Assessment Guide for Educators - (All Subjects)
- Performance Level Descriptors

**Professional Development** for Region 20 adult educators is provided by The Virginia Adult Learning Resource Center (VALRC). VALRC is a division of The Center for Teacher Leadership at Virginia Commonwealth University.

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Attachments: 1. College and Career Readiness Standards for Adult Education (CCRS)  
2. English Language Proficiency Standards for Adult Education (ELPS)  
3. GED Assessment Guide for Educators – All Subjects  
4. Performance Level Descriptors