

## Appendix A:

How to calculate Academic Performance and Average Attendance Hours:

**Step 1:** Run your Performance Report for fiscal year 2008-09 for 12 or more hours and all sites.

The Overall Academic Performance and the Academic Performance for each Educational Functioning Level is already calculated on the Performance Report.

**Kentucky Adult Education  
2008 Performance Report All hours**

Load Date: 06-19-2008

State	ENROLLMENT		PERFORMANCE	
	GOAL	ACTUAL	GOAL	ACTUAL
1 Beginning ABE Literacy - Level 1 (0-1.9)		1,009	520	54 %
2 Beginning ABE - Level 2 (2.0-3.9)		5,242	2,393	51 %
3 Low Intermediate ABE - Level 3 (4.0-5.9)		9,765	4,436	53 %
4 High Intermediate ABE - Level 4 (6.0-8.9)		13,404	5,797	48 %
5 Low Adult Secondary Education - Level 5 (9.0-10.9)		5,074	2,241	51 %
High Adult Secondary Education - Level 6 (11.0-11.9)		3,319		
<b>Subtotal ABE/ASE</b>		<b>37,810</b>	<b>15,387</b>	
6 Beginning Literacy ESL		728	294	38 %
7 Low Beginning ESL		497	258	44 %
8 High Beginning ESL		713	369	44 %
9 Low Intermediate ESL		700	358	58 %
10 High Intermediate ESL		543	284	57 %
11 Advanced ESL Literacy		505	192	44 %
<b>Subtotal ESL</b>		<b>3,686</b>	<b>1,755</b>	
<b>Total ABE/ESL</b>		<b>41,496</b>	<b>17,142</b>	
<b>Total of Educational Levels Completions</b>		<b>38,177</b>	<b>17,142</b>	<b>45 %</b>
<b>GED GRADUATES</b>	<b>GOAL</b>	<b>ACHIEVED</b>	<b>GOAL</b>	<b>ACTUAL</b>
<b>STATE GOAL</b>	<b>10,631</b>	<b>9,139</b>	<b>86 %</b>	
<b>NRS PERFORMANCE</b>	<b>STUDENTS w/GOAL</b>	<b>ACHIEVED</b>	<b>GOAL</b>	<b>ACTUAL</b>
12 Earn a GED	10,120	8,015	78 %	79 %
13 Enter Post-Secondary Education/Training Learners with Multi-Level Gains	1,824	1,613	72 %	88 %
	5,507			

Overall  
Academic  
Performance



**Step 2:** To calculate the Academic Performance by gender and age, click on Total ABE/ESL on the Performance Report

Roster Performance/ Site Test Results Chart Multi Counties/ Services

Year: 2008 Show State Report: No

View Site: No Region: Region 1, Region 2, Region 3, F

County: ADAIR Attendance Hrs: 12 or more hrs

Site: All

**Kentucky Adult Education  
2008 Performance Report 12 hours or more.**

Load Date: 08-16-2008

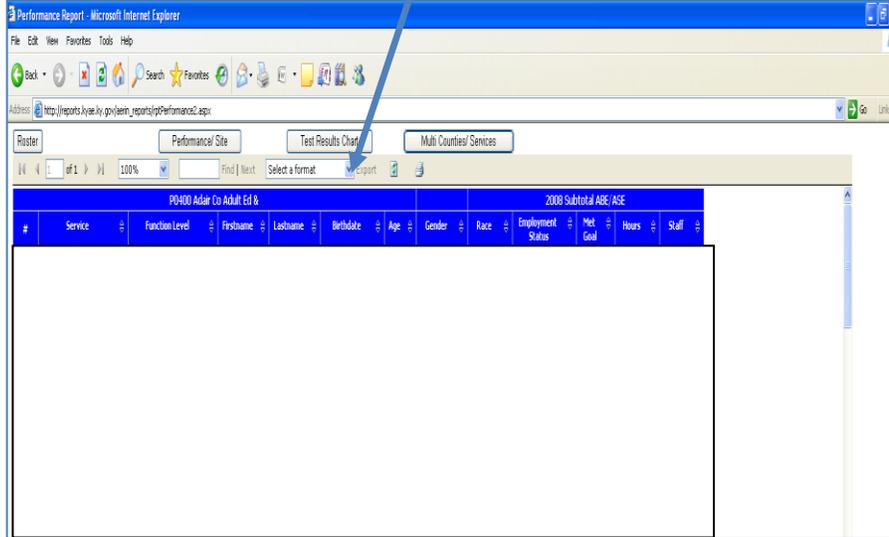
COUNTY: P0400 ADAIR Co Adult Ed &	ENROLLMENT		PERFORMANCE	
	GOAL	ACTUAL	GOAL	ACTUAL
Beginning ABE Literacy - Level 1 (0-1.9)	7	1	54 %	14 %
Beginning ABE - Level 2 (2.0-3.9)	19	6	51 %	32 %
Low Intermediate ABE - Level 3 (4.0-5.9)	29	18	53 %	62 %
High Intermediate ABE - Level 4 (6.0-8.9)	21	7	48 %	33 %
Low Adult Secondary Education - Level 5 (9.0-10.9)	2	2	51 %	100 %
High Adult Secondary Education - Level 6 (11.0-11.9)				
<b>Subtotal ABE/ASE</b>	<b>78</b>	<b>34</b>		
Beginning Literacy ESL	3	3	38 %	100 %
Low Beginning ESL				
High Beginning ESL				
Low Intermediate ESL				
High Intermediate ESL				
Advanced ESL Literacy				
<b>Subtotal ESL</b>	<b>3</b>	<b>3</b>		
<b>Total ABE/ESL</b>	<b>81</b>	<b>37</b>		
<b>Total of Educational Levels Completions</b>	<b>81</b>	<b>37</b>	<b>46 %</b>	
<b>COUNTY ENROLLMENT</b>	<b>446</b>	<b>230</b>	<b>52 %</b>	
<b>STATE ENROLLMENT</b>	<b>70000</b>	<b>56,332</b>	<b>80 %</b>	
<b>GED GRADUATES</b>	<b>GOAL</b>	<b>ACHIEVED</b>	<b>GOAL</b>	<b>ACTUAL</b>
<b>COUNTY TARGET</b>	<b>52</b>	<b>74</b>	<b>142 %</b>	
<b>STATE GOAL</b>	<b>10,631</b>	<b>10,094</b>	<b>95 %</b>	

Total ABE/ESL

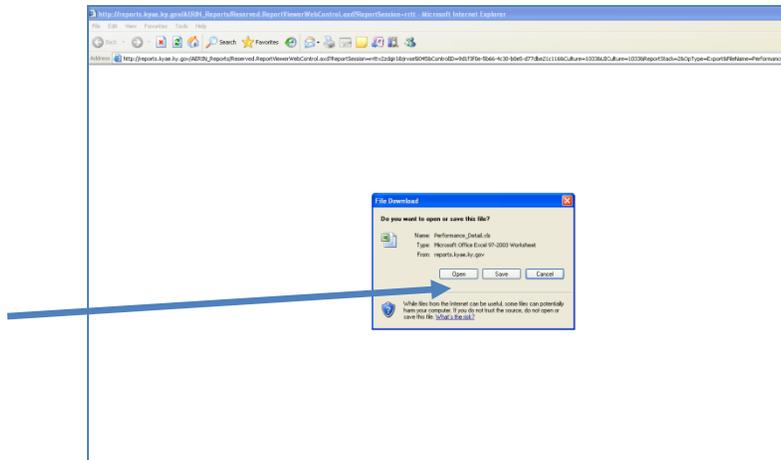


**Step 3:** Click on *Select a Format* for downloading .

Select Excel.  
Click on Export.



**Step 4:** Click on Open.



Now you should have a Microsoft Excel Spreadsheet that looks like the example below.

Co Adult Ed &							2008 Subtotal ABE/ASE					
#	Service	Function Level	Firstname	Lastname	Birthdate	Age	Gender	Race	Employment Status	Met Goal	*Hours	Staff
1						29	M			Yes	185	
2						30	M			Yes	33	
3						16	M			Yes	45	
4						18	M			Yes	66	
5						22	F			Yes	55	
6						44	F			Yes	54	
7						36	M			No	62	
8						25	F			No	101	

**\*Sort by hours then delete out of the excel file students with less than 12 hours before proceeding to step 5**

**Step 5:** In order to calculate your program's academic performance by gender, sort the Excel spreadsheet by Met Goal and Gender.

#### Calculation for Program's Academic Performance by Gender:

$$= \frac{\text{Total number of male students completing educational level (met goal)}}{\text{Total number of male students enrolled}}$$

$$= \frac{\text{Total number of female students completing educational level (met goal)}}{\text{Total number of female students enrolled}}$$

Based on the data in the table above:

$$\text{Academic Performance for Males} = 4/5 = 0.8 = 80\%$$

$$\text{Academic Performance for Females} = 2/3 = 0.66 = 66\%$$

**Step 6:** In order to calculate your program's academic performance by age sort the Excel spreadsheet by Met Goal and Age.

#### Calculation for Program's Academic Performance by Age:

$$= \frac{\text{Total number of 16-17 year old students completing educational level (met goal)}}{\text{Total number of 16-17 year old students enrolled}}$$

$$= \frac{\text{Total number of 18-24 year old students completing educational level (met goal)}}{\text{Total number of 18-24 year old students enrolled}}$$

$$= \frac{\text{Total number of 25-34 year old students completing educational level (met goal)}}{\text{Total number of 25-34 year old students enrolled}}$$

$$= \frac{\text{Total number of 35-44 year old students completing educational level (met goal)}}{\text{Total number of 35-44 year old students enrolled}}$$

$$= \frac{\text{Total number of 45-64 year old students completing educational level (met goal)}}{\text{Total number of 45-64 year old students enrolled}}$$

$$= \frac{\text{Total number of 65 and older year old students completing educational level (met goal)}}{\text{Total number of 65 and older year old students enrolled}}$$

**Step 7:** In order to calculate your program’s average attendance hours and average attendance hours by educational functioning level, go back and download the data for each educational functioning level (start at step 2).

$$\text{Average Attendance Hours for your program} = \frac{\text{Total number of attendance hours for all students}}{\text{Total number of students enrolled in program}}$$

$$\text{Average Attendance Hours for ABE/ASE Levels} = \frac{\text{Total number of attendance hours for ABE/ASE students}}{\text{Total number of students enrolled in ABE/ASE}}$$

$$\text{Average Attendance Hours for Beginning ABE Literacy} = \frac{\text{Total number of attendance hours for Beginning ABE Literacy students}}{\text{Total number of students enrolled in Beginning ABE Literacy}}$$

$$\text{Average Attendance Hours for Beginning ABE} = \frac{\text{Total number of attendance hours for Beginning ABE students}}{\text{Total number of students enrolled in Beginning ABE}}$$

$$\text{Average Attendance Hours for Low Intermediate ABE} = \frac{\text{Total number of attendance hours for Low Intermediate ABE students}}{\text{Total number of students enrolled in Low Intermediate ABE}}$$

$$\text{Average Attendance Hours for High Intermediate ABE} = \frac{\text{Total number of attendance hours for High Intermediate ABE students}}{\text{Total number of students enrolled in High Intermediate ABE}}$$

$$\text{Average Attendance Hours for Low ASE} = \frac{\text{Total number of attendance hours for Low ASE students}}{\text{Total number of students enrolled in Low ASE}}$$

**Average Attendance Hours for ESL Levels** =  $\frac{\text{Total number of attendance hours for ESL students}}{\text{Total number of students enrolled in ESL}}$

**Average Attendance Hours = Beginning Literacy ESL** =  $\frac{\text{Total number of attendance hours for Beginning Literacy ESL students}}{\text{Total number of students enrolled in Beginning Literacy ESL}}$

**Average Attendance Hours = Low Beginning ESL** =  $\frac{\text{Total number of attendance hours for Low Beginning ESL students}}{\text{Total number of students enrolled in Low Beginning ESL}}$

**Average Attendance Hours = High Beginning ESL** =  $\frac{\text{Total number of attendance hours for High Beginning ESL students}}{\text{Total number of students enrolled in High Beginning ESL}}$

**Average Attendance Hours = Low Intermediate ESL** =  $\frac{\text{Total number of attendance hours for Low Intermediate ESL students}}{\text{Total number of students enrolled in Low Intermediate ESL}}$

**Average Attendance Hours = High Intermediate ESL** =  $\frac{\text{Total number of attendance hours for High Intermediate ESL students}}{\text{Total number of students enrolled in High Intermediate ESL}}$

**Average Attendance Hours = Advanced ESL Literacy** =  $\frac{\text{Total number of attendance hours for Advanced ESL Literacy students}}{\text{Total number of students enrolled in Advanced ESL Literacy}}$