

December 2010

In this issue....

KYAE Profile updated

Stagnolia joins national advisory group

Institute descriptions corrected

Geometry Content Institute delayed

PD reminder

COABE deadline

Check it out

KYAE staff changes

Withdrawal documentation

Valuable resources

Financial aid tips

KYAE Profile updated

The [KYAE Profile](#) has been updated with 2009-10 performance data. The KYAE Profile is an excellent quick reference tool for communicating with stakeholders and local partners about the importance and success of adult education. A summary of the updates follows.

In 2009-10, 69 percent of students were enrolled in adult basic education, 21 percent in GED preparation/adult secondary education and 10 percent in English as a second language.

In 2009-10, 4 percent of students were age 16-17; 34 percent, age 18-24; 29 percent, age 25-34; 17 percent, age 35-44; 15 percent, age 45-64; and 1 percent, age 65 and older.

In 2009-10, 9,357 Kentuckians earned a GED.

In 10 years, nearly 105,848 Kentuckians earned a GED diploma, ranking Kentucky 13th highest nationally in the percentage of non-high school completers earning a GED diploma.

In 2010, 80 percent of Kentuckians who took the GED Tests passed.

By summer 2010, 23 percent of 2008 GED graduates had enrolled in postsecondary education. This was the highest percentage since KYAE began tracking this achievement.

Of 2008 GED graduates who enrolled in postsecondary education, 94 percent enrolled in KCTCS; 6 percent enrolled in a public four-year institution; and .5 percent enrolled in an independent institution.

Stagnolia chosen to join national advisory group

KYAE Vice President Reecie Stagnolia has been invited to join the NRS Technical Working Group (TWG) to help guide project plans and activities. The TWG also periodically provides advice to the Office of Vocational and Adult Education on NRS policy and procedures. State adult education directors representing each region, one local program director and a representative from national literacy organizations make up the TWG. The group provides guidance on NRS and helps ensure that the system is responsive to the needs of the adult education field.



Institute descriptions corrected

The descriptions for two Experienced Instructors Institutes were inaccurate and have been corrected on the KYAE website and in the Policy and Procedures Manual. The correct information is below. KYAE apologizes for any inconvenience.

Geometry Content Institute (also see further information below)

Prerequisite: Orientation to Adult Education

These institutes will kick off in April 2011. They will be online without any face-to-face training or webinar. KYAE will offer this content institute only for a limited time.

Number Sense Content Institute

Prerequisite: Orientation to Adult Education

These institutes will kick off in January 2011. They will have six days of face-to-face trainings. The rest will be online. KYAE will offer this content institute only for a limited time.

Geometry Content Institute delayed

The Geometry Content Institute, which will be offered completely online through KET, has been delayed to a start date of April 4, 2011. The course will be online so adult educators can complete it at their own pace. It is anticipated to take 10-12 hours to complete, and adult educators will receive a certificate of completion at the end of the course. You will have until June 20, 2011 to finish the work.

If you have questions about the course, please contact Tonya Crum, Director, Adult Education and Workforce Training, KET, at tcrum@ket.org or (859) 258-7009.

PD reminder

Adult educators who are seeking tuition reimbursement for a college course should be mindful that KYAE must approve the course prior to the first day of class. The program director or supervisor must send the completed [College Course Approval Application](#) to aepd@ky.gov. Please see the [KYAE Policy and Procedures Manual](#), page 50.

COABE December 31 deadline

Nominations for COABE awards to be presented at its national conference in April 2011 are due December 31, 2010. That is also the deadline to apply for incentive grants and scholarships. For full details, [click here](#).

Check it out

Have you ever tried to search online but just couldn't get to the information you were seeking? Perhaps you just need to be more specific. [Click here](#) for a one-page sheet with tips to help you search more effectively for math and other resources.

"Check it out" is a regular News to Use feature spotlighting valuable resources for teachers.

KYAE staff changes

Ryan Smith has joined KYAE as an administrative secretary working in GED services. Ryan previously worked in facilities and logistics for CPE. He replaces Josh Glover who left KYAE recently. Melissa Warren has also left KYAE and is working in the private sector.

Withdrawal documentation for 16, 17, 18 year olds

Students age 16, 17 and 18 should have withdrawal information on file at the adult education center at the time they are enrolled to comply with federal requirements. Documentation should not wait until the student is ready to take the GED Tests.

The best practice for withdrawal documentation is a statement on school letterhead signed by the principal, counselor or district pupil personnel director and providing the student name, SSN, DOB and withdrawal date. The letter should be authenticated by imprinting the school seal. Each school has a seal. Other withdrawal forms should not be used because they either have missing information or personal information that should not be in the adult education files. KYAE encourages you to meet or talk with the District Pupil Personnel director to explain the best practice.

In the case of home-schooled students, state regulation requires that the parent must give the school district a written statement of withdrawal **to** home school. This letter must be dated. When the parent withdraws the student from home school, the parent must inform the school district in writing that the student is no longer being home schooled. This letter cannot be backdated for purposes of GED Testing. The date of the letter to the school district withdrawing the student **from** home schooling is the start of the 90-day period before GED testing. Unless the school district has on file a letter from the parent withdrawing the student from home schooling, the date of the letter is the current date and begins the 90-day time period.

The superintendent's signature on the KYAE-6 form waiving the 90-day wait period does not replace the withdrawal documentation. The student needs the withdrawal documentation and the waiver.

Valuable resources

The November issue of the [LINCS newsletter](#) features the Workforce Competitiveness Collection and highlights new resources in English language acquisition, technology and workforce education. A link to the Career Pathways Instructional Materials Library is also provided and contains additional work-focused resources that are organized by career clusters and occupational categories.

A recent [Louisville Courier-Journal article](#) provided an excellent description of the importance of health literacy and some innovations by the medical community to advance health literacy.

Check out free online [ESL lessons](#) and resources.

KHEAA financial aid tips

The Kentucky Higher Education Assistance Authority offers the following financial aid tips for students.

The best source of financial aid information is the financial aid office at your college. A typical financial aid package includes grants, scholarships and student loans. You may also be able to work part-time to reduce the amount of money you have to borrow. Check with your financial aid office to see if you qualify for the work-study program. You can also look for a job off campus.

The amount of state and federal financial aid you receive is determined by a formula set by Congress. To find out how much you may qualify for, you need to fill out the Free Application for Federal Student Aid (FAFSA), available online at www.fafsa.ed.gov. If you are applying for a semester that starts after July 1, you cannot file before January 1 of that year.

If you are already in college, you should file a FAFSA to reapply for financial aid each year. Many students miss out on money for college simply because they do not apply for it. Make sure you apply for every scholarship you can, because you do not have to pay back scholarships.

Your school may require an additional application for its grants and scholarships. Check with your financial aid office to find out. Do not wait until the last minute to apply for financial aid. Some programs have deadlines, while others have limited funds. If you wait too late, you may miss out.

A college education increases your earning potential and opens many doors of opportunity. But keep in mind that when you take out a student loan, you are borrowing against your future earnings. Borrowing responsibly may improve your quality of life in the future. Before taking on a lot of student loan debt, you should research the salaries earned by entry-level workers in your intended occupation. If you will need loans to help pay for college, be a good consumer. Apply for federal student loans before applying for private loans. Not all private lenders offer the same rates and benefits. Pay close attention to what lenders call the back-end benefits: the interest rate and principal reductions offered when you begin to repay the loan. That goes for both federal student loans and private loans.

To learn how to plan and prepare for higher education, go to www.gotocollege.ky.gov. For more information about Kentucky scholarships and grants, visit www.kheaa.com; write KHEAA, P.O. Box 798, Frankfort, KY 40602-0798; or call (800) 928-8926, ext. 6-7372.