

## Appendix 4 (Revised 9.27.18)

Community College \_\_\_\_\_ Student Name \_\_\_\_\_

### Sample Program Checklist for Comprehensive Intake

This checklist is intended as an aid for Adult Education and Literacy (AEL) staff to assist with the comprehensive intake process. As staff complete each item, write the date to the left of that item. For items that are non-applicable, mark "NA." Items are roughly in the order in which they usually occur. For more information consult the *Implementation Guide: Alternative Pathways to a High School Equivalency Diploma*.

#### Eligibility

- \_\_\_\_\_ 1. Participants provided proof of age.
- \_\_\_\_\_ 2. Parental consent is provided for participants under the age of 18
- \_\_\_\_\_ 3. Participant met the residency requirements (required for Option 3 and 4 only).
- \_\_\_\_\_ 4. *Verification of Non Enrollment Status* is provided for participants under the age of 18.

#### Comprehensive Intake

- \_\_\_\_\_ 5. Participant attended a program orientation. (See section IV of the *Coordinators' Handbook* and its appendices for suggested orientation activities).
- \_\_\_\_\_ 6. Staff worked with participant in completing a *Registration Form* (see Appendix 2 of *Implementation Guide*).
- \_\_\_\_\_ 7. Participant was advised of his/her rights concerning the Family Educational Rights and Privacy Act (FERPA) and signed a *Student Release Form*. (A sample *Student Release Form* and *FERPA Facts* are found in the appendices section of the *Coordinators' Handbook*).
- \_\_\_\_\_ 8. Staff completed an assessment of the participant's reading and mathematics levels.
- \_\_\_\_\_ 9. Staff completed an assessment of the participant's career interests and aptitudes.
- \_\_\_\_\_ 10. Staff provided the participant with an overview of the four *HSED Program Options* (see Appendix 4 of the *Implementation Guide*) and discussed the requirements, expectations, benefits, and limitations of each option.
- \_\_\_\_\_ 11. Staff reviewed participant's transcripts and completed the *Transcript Evaluation Form* (see Appendix 3 of the *Implementation Guide*).

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- \_\_\_\_\_ 12. Staff enlisted the assistance of a 3<sup>rd</sup> party to evaluate foreign credentials (required for Option 4 only).
- \_\_\_\_\_ 13. Staff worked with participant in the development of an *Action Plan* for the completion of one of the four options discussed and subsequent activities necessary to work toward an identified goal, career pathway, occupation, or further education (see Appendix 4 of *Implementation Guide*).
- \_\_\_\_\_ 14. Staff completed *Iowa's Verification for HSED Test or Retest* (required for Option 1 only)
- \_\_\_\_\_ 15. Staff created a Test Taker Account with ETS (required for Option 1 only)
- \_\_\_\_\_ 16. Staff entered participant in the Adult Education and Literacy state approved data reporting database.
- \_\_\_\_\_ 17. Staff entered participant into courses under MIS for Adult Basic Education.
- \_\_\_\_\_ 18. Staff entered participant into Diploma Sender™ (required for Option 2, 3, and 4 only)

### Optional Screening for Learning Disabilities

- \_\_\_\_\_ 19. Staff conducted a screening for possible learning disabilities (see section IV of the *Coordinators' Handbook*)