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MEMORANDUM

TO: Adult Education Directors

FROM: Henry Mack, Chancellor for the Division of Career and Adult Education 

DATE: June 9, 2020

SUBJECT: **Guidance on the Reporting of Initial Functioning Level for Newly Enrolled Adult Education Students**

In response to the COVID-19 pandemic, the Department of Education issued Emergency Order 20-01 that waives Rule 6A-6.014 (4)(a)1, F.A.C., providing adult education programs the flexibility to enroll students in adult education without administering an approved NRS pre-test. The Division of Career and Adult Education provided guidance that agencies would have to use local discretion to provisionally assign an EFL for the purpose of placing new students in an NRS eligible adult education program and further advised that as soon as testing becomes available, agencies would need to pre-test students utilizing an approved NRS pre-test and adjust the initial provisional EFL placement based on the pre-test.

We recognize the limitations you face in being able to administer approved NRS pre-tests required to determine an appropriate initial EFL. There are two primary reasons for this: 1) onsite (in-person) testing availability continues to be limited as testing centers are beginning to reopen and 2) the Division has not yet issued guidance allowing for the administration of secure remote testing of approved NRS pre-tests. Guidance on the administration of secure remote testing is forthcoming. As we draw closer to the end of the reporting year, this memo serves to provide additional guidance on how to report a student's initial EFL when an NRS approved pre-test was not administered. The information that follows serves as a proxy reporting method in lieu of having an initial EFL based on an approved NRS pre-test. This memo also serves as a reminder on how to report a student's initial EFL when an approved NRS pre-test was administered.

For reporting and other data collection information, please contact Tara McLarnon at tara.mclarnon@fldoe.org and for adult education program and instructional delivery information, please contact Carol Bailey at carol.bailey@fldoe.org.

Henry Mack
Chancellor of Career and Adult Education

Instructions for Reporting Initial EFL for Newly Enrolled Adult Education Students:

Scenario 1: Based on a locally determined method, student is enrolled in Adult Basic Education

Initial EFL reported if student is unable to be pre-tested with an approved NRS assessment before the end of the term	Report the student as ABE level 1.
Initial EFL reported when student is able to pre-tested using an approved NRS assessment before the end of the term	<p>If pre-test places the student into the ABE Program, update the provisionally assigned EFL based on the pre-test results.</p> <p>If pre-test placed them into GED Prep, continue to report the student as an ABE Level 1 for the remainder of the term. In the next term, enroll the student in GED and report the correct initial EFL based on the approved pre-test.</p>

Scenario 2: Based on a locally determined method, student is enrolled in GED® Prep

Initial EFL reported if student is unable to be pre-tested with an approved NRS assessment before the end of the term	Report the student as ABE Level 5.
Initial EFL reported if student is able to pre-tested using an approved NRS assessment before the end of the term	<p>If pre-test places the student into the GED® Program, update the provisionally assigned EFL based on the pre-test results.</p> <p>If pre-test places the student into the ABE program, continue to report the student as an ABE Level 5 for the remainder of the term. In the next term, enroll the student in ABE and report the correct initial EFL based on the approved pre-test.</p>

Scenario 3: Based on a locally determined method, student is enrolled in ESOL or ELCATE

Initial EFL reported if student is unable to be pre-tested with an approved NRS assessment before the end of the term	Report the student as ESL Level 1.
Initial EFL reported if student is able to pre-tested using an approved NRS assessment before the end of the term	Update the provisionally assigned EFL based on the pre-test results.