

GRASP

Giving Ready Adults a Study Program

Dear

Welcome to GRASP! GRASP is designed to offer you instructional material in all five subjects tested on the GED: Language Arts-Writing, Science, Language Arts-Reading, Social Studies and Mathematics.

The material will be delivered to a location you have chosen. You, or a person chosen by you, **MUST** pick up the GRASP packet on ALL of your assigned dates to remain in the program. You have agreed to spend 6 hours each week working on this material. You must return some **COMPLETED** work in each packet. If you are currently working on a book and it is not finished, you may keep it and return only the work that is finished.

AGAIN: Some **COMPLETED/FINISHED** work must be returned each and every time.

If you finish all of your work before the assigned pick-up date, you are encouraged to select a book from the library and read, read, read. Reading is an important part of this program. The GED is a reading test: reading about social studies, reading about science or reading literature. Reading is just like any other skill – it improves with practice.

We realize that this is a demanding learning experience; that we may be working together for many months. During this time, situations may arise which will interfere with or distract you from your studies. Do not stop picking up or returning your packets. **NOTIFY** your instructor immediately. You will work out a solution together.

Congratulations on your decision to continue your education.

Sincerely,

GRASP INFORMATION SHEET

What is GRASP?

GRASP is a special opportunity for adults, 21 and older, to participate in a GED home study program. GRASP is free to the student. The purpose is to provide a scheduled educational program that can be completed at home. All necessary books and assignments are sent to the student, with appropriate instructions for their use. The completed work is returned to the instructor to be corrected and evaluated.

How does GRASP work?

During program orientation you will select a location for packet pick-up. Most students use their local library, the Gick Road Center or the Bay Street Center. You will receive books, assignments, and a worktime record sheet in each packet. You will keep track of all your study time on the worktime record sheet. You have agreed to study six hours each week, so each worktime record sheet will total 12 or more hours. On each assigned date, you will return all completed work and a worktime record sheet.

How do I know my assigned dates?

The date for the next packet will be at the top of the current worktime record sheet. A new sheet will be enclosed in each packet.

How do I pick up and return my packet of materials?

Go to the librarian at the main desk in the library you have chosen and ask for your GRASP home-study packet. Give the librarian your packet of completed work. Remember to put the colored sticker on the front so that everyone recognizes that it contains finished work.

What if I have a problem?

If you have questions about assignments or need extra help, call your instructor. All BOCES phones have voice mail. Call anytime; leave a message and your instructor will return your call. Pre-addressed postcards are included in the first packet for all students who do not have access to a phone. Send your instructor a note outlining your problem.

What if I want to know if my packet is at the library?

DO NOT CALL THE LIBRARY!!!!

Call your instructor with any questions about your packet or schedule.

How do I know if I am ready to pass the GED test?

You will receive an Official Practice Test in one of your packets. Your instructor will use the results from this test in combination with your other work to decide the best time for you to take the GED test.

What if I don't do well on the practice test?

This would indicate that you still have skills to master before you can pass the GED. Your instructor will continue to focus on those skills that need improving.

What do I need to do once I have passed a practice test?

We prefer that you come to the Bay Street or Gick Road Center to complete an application to test. Occasionally, your instructor will include an application in your packet. Mail the completed application to the center.

NEVER ENCLOSE THE GED APPLICATION IN YOUR PACKET.

Where do I take the GED test?

The GED test is given 3 times each year in the Glens Falls/Queensbury area and 3 times in Saratoga Springs. You and your instructor will discuss which situation is best for you.

What happens if I make a mistake on the application?

All information on the application is the responsibility of the applicant, not the teacher or the receptionist. The state will not accept or process the test if you have incorrectly completed the application.

When do I get my test results?

The scores will be sent from Albany. You will receive your results in 3 to 6 weeks. The results will be sent to you and not to this program. If you fail the test, you must put your results in a safe place. You will need some of the information when you decide to retest.

If you lose your results, New York State will charge you for duplicates.

Guidelines for success in GRASP

Assignment sheets

Each book or worksheet that you receive will include written directions. **ALWAYS** read the directions completely before you begin any work. Each book or assignment will have its own set of instructions. The GED books have return charts. Each book company has different requirements for completing the charts. You must read the directions to figure out what needs to be done for each book.

Making Corrections

Most books have answer keys included. You are expected to correct your own work by using these keys. Correct each exercise as you go rather than waiting until the end of the book. The answer keys will help you figure out where you made your error and help you to correct it before you go on to the next exercise. If you have a reading passage with questions, correct your work as soon as you have answered the questions.

Worktime Record Sheet

Keep track of all your work on this sheet. Return one in each packet. Your instructor will use the information on this sheet to plan the work for the next packet.

Packets

You or someone you designate must pick-up your packet on the assigned date (which is located on your worktime record sheet). If you are unable to get to the library on Friday, go on Monday. Your packet will still be there.

Remember to use the green label on all completed packets. The green label lets the library staff know that the packet has been completed and is on its way back to your instructor.

Return Sheet

NAME _____

DATE _____

ASSIGNMENT:

1. Do this sheet **after** you have read the attached GRASP Information Sheets.
 2. Write the answer to each question in the space provided.
 3. Do not return this assignment until you have answered each question.
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1. If a student wishes to contact an instructor for additional help with an assignment, how this done?
 2. What is the Work-Time Record sheet?
 3. When should the Work-Time Record sheet be returned?
 4. What information do you, as the student, get from each work-time sheet?
 5. What are the minimum hours a student must study each week?
 6. What must a student do to return a packet?
 7. What should you do if you cannot finish all of the work during one 2-week period?
 8. What will you do if you can not pick up or return a packet?
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The Worktime Record Sheet

Attached is your first worktime record sheet. There will be one in every packet.

The sheet tells you:

- The amount of time you studied for two weeks.
- The day the packet is due.
- The date of your next packet.

The sheet tells your instructor:

- The total amount of time you studied.
- The subject you find easiest.
- The subject you find most difficult.
- The one you leave until last.

The worktime record sheet must be returned in every packet.

- It must be signed and dated.
- It must total 12 hours.
- It must show every book you are working on and the time that you worked. (Use specific titles, Understanding Fractions vs. "math".)

The worktime record sheet is a program requirement.

There are no exceptions.

WORK TIME RECORD SHEET

YOU MUST PICK UP YOUR NEXT PACKET ON: _____

SAMPLE

1. Write the name of the Book or Worksheet Title: **Write the name of the Book or Worksheet Title**

GED-Social Studies Book _____

2. List the dates and amount of time you worked on this assignment:

List the dates and amount of time you worked on this assignment:

Date	Time Worked
<u>3/6</u>	<u>1 ½ Hours</u>
<u>3/8</u>	<u>1 ½ Hours</u>
<u>3/10</u>	<u>3 ½ Hours</u>

Date	Time Worked
_____	_____
_____	_____
_____	_____

3. Total time worked: 6 ½

Total time worked: _____

4. Date Assignment completed: 3/14

Date Assignment completed: _____

PLEASE COMMENT ON YOUR PACKET.

THIS SHEET MUST BE RETURNED ON _____

You have agreed to work on this program 6 hours a week. This time sheet needs to total 12 hours.

Signature _____ **Date** _____

Please complete the name and date section on all return sheets.

Name _____

Date _____

Successful Studying Worksheet Return

1. Read the enclosed booklet, "Successful Studying".
2. After you have read the booklet, answer the following questions.
3. Return the booklet and your completed answers to your instructor.

Name your top 3 priorities for the coming year.

What tools do you use to help you stay on track and get things done?

Do you have a private place to study? Why or why not?

When is the best time for you to study? Why?

Name _____

Date _____

ABLE A

The attached math test will help us place you in the correct math material. It is important that you do this all on your own. We want to know what you have forgotten. What you do and what you leave out will help us to find the exact place where you "begin to forget"! That is the point where your math instruction will begin.

Show all of your work, now and always.

ABLE Level II (5-8)
Form A

Name _____

Date _____

Math Computation

Directions: Do all work on these pages. Show your work. Leave blank any examples that you do not know how to do.

1.
$$\begin{array}{r} 78 \\ 69 \\ + 85 \\ \hline \end{array}$$

2.
$$\begin{array}{r} 467 \\ 78 \\ + 896 \\ \hline \end{array}$$

3.
$$\begin{array}{r} 659 \\ 6668 \\ + 8789 \\ \hline \end{array}$$

4.
$$\begin{array}{r} 114 \\ - 78 \\ \hline \end{array}$$

5.
$$12 \overline{)480}$$

6.
$$12 \overline{)5076}$$

7.
$$\begin{array}{r} 46 \\ \times 97 \\ \hline \end{array}$$

8.
$$\begin{array}{r} 13045 \\ - 8557 \\ \hline \end{array}$$

9.
$$\begin{array}{r} 63164 \\ - 57085 \\ \hline \end{array}$$

10.
$$\begin{array}{r} 7.5 \\ \times 8.6 \\ \hline \end{array}$$

11.
$$4 \overline{)2820}$$

12.
$$\begin{array}{r} 859 \\ \times 409 \\ \hline \end{array}$$

13.
$$\begin{array}{r} 346 \\ \times 450 \\ \hline \end{array}$$

14.
$$8.6 \overline{)58.48}$$

15.
$$\begin{array}{r} 789 \\ \times 570 \\ \hline \end{array}$$

16.
$$49 \overline{)39360}$$

LABEL IDENTIFICATION

All assignments, both new and completed, are placed in a manila envelope. The front of the envelope will have:

Your Name

Your Pick up Site

Your Pick up Date

HOME-STUDY PROGRAM

NAME _____

LOCATION _____

DATE _____

When you are RETURNING assignments, use the **Green Label**. Place the **Green Label** on top of the stamped label on the front of the manila envelope. All labels will say RETURN TO SALS – this is to direct all packets to our pick up site.

HOME-STUDY PROGRAM

RETURN TO: SALS

Student's Name _____

Date _____

The **GREEN LABEL** is the ONLY one which will get your materials back to the instructor.

