**AEPP STUDENT RECORD CHECKLIST**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **STUDENT NAME:** | | | | | |
| **PROGRAM:** | | **START DATE: End date is determined by ASISTS** | | | |
| \*Student files must be locked in a file cabinet | | | | | |
| **#** | **ENROLLMENT** | | **Yes/On file** | **No/Not on file** | **N/A** |
| **1** | Individual Student Record Form (ISRF) signed by student | |  |  |  |
| **2** | Student is 21 years of age or older | |  |  |  |
| **3** | Education & Employment Plan (EEP) | |  |  |  |
| **4** | American with Disabilities Act (ADA) signed by student | |  |  |  |
| **5** | Has a NYS HSE or HS diploma and scored below Level 5 in reading □ or math □ | |  |  |  |
| **6** | Student attendance agreement signed by student | |  |  |  |
|  | **PROGRAM CONSTRUCT** | | **Yes/On file** | **No/Not on file** | **N/A** |
| **7** | Student Attendance signed by the instructor | |  |  |  |
| **8** | Student is tracked on ASISTS | |  |  |  |
| **9** | Traditional adult literacy instruction (In person) | |  |  |  |
| **10** | Distance Education for adults AEPP Screening Tool was completed with student | |  |  |  |
| **11** | Workplace literacy (In person) | |  |  |  |
| **12** | Career & Technical Education (CTE) (In person) | |  |  |  |
| **13** | Co-Enrolled in Literacy Classes & CTE | |  |  |  |
| **14** | Work experience programs (In person) | |  |  |  |
| **15** | ESL Student: Assessments – BEST Plus 2.0 or BEST Literacy | |  |  |  |
| **16** | Students enrolled in ABE, ASE, or ESL have 150 hours of instruction available during the fiscal year | |  |  |  |
| **17** | Pre-test provided within the first 12 hours | |  |  |  |
| **18** | Post-test provided per the NYS Assessment Policy | |  |  |  |
| **19** | Taught by a certified teacher (K-12 or Adult Education Certified) | |  |  |  |
|  | **PROGRAM/PROJECT SERVICES** | |  |  |  |
| **20** | Case Management Services Provided and Recorded | |  |  |  |
| **21** | If student exited, a new intake process was provided | |  |  |  |
| **22** | If an HSE Preparation program, the student has been selected as enrolled in GED Manager to be matched in ASISTS | |  |  |  |

\*Please refer to the EPE Manual for guidance and a complete list

http://www.acces.nysed.gov/common/acces/files/aepp/epemanual.pdf