

NYSED Adult Education Student Folder Contents:

Individual student folders must be kept in a locked, secured file cabinet in the main program office. This file consisting of all of a students' records must be accessible for review and verification.

The mandatory elements of a student's file include:

- An annual completed Individual Student Record Form (ISRF) issued annually by NYSED
 - Signed by student
- Assessment score sheets (for all pre and post-tests)
 - BEST 2.0 score sheet or electronic report (individual by student)
 - BEST Literacy scoring booklet
 - TABE Locator score sheet
 - TABE test score sheet
 - HSE readiness assessment score sheet (if applicable)
- Americans with Disabilities Act declaration
 - Original signature from student
- Education and Employment Plan (EEP)
 - Customized to student's entry literacy levels and goal selection
 - Updated at least quarterly
- Sample of student work at intake

To protect student privacy, all personal information, including data found on the Individual Student Record Form (ISRF) must be kept in a secure, locked location. Teachers should keep copies of this information for their use with the SSN (if noted on the ISRF) redacted.