

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
 - With original signature from student (may be electronic signature with date and time stamp if program is approved for remote and hybrid programming)
- Assessment score sheets for all pre- and post-tests
 - BEST Plus score sheet or electronic report (individual by student)
 - BEST Literacy scoring booklet
 - TABE Locator score sheet
 - TABE test score sheet
 - TABE CLAS-E Locator
 - TABE CLAS-E scoring sheet or electronic report
 - CASAS Locator/Appraisal
 - CASAS test score sheet
 - HSE readiness assessment score sheet (if applicable)
- Assessment Diagnostic Profiles (from list above)
- 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
- AEPP Distance Education Screening Tool and Rubric (if applicable)
 - AEPP EPE Student Packet Assignment
 - AEPP EPE Student Work Time Record (1 per packet)
 - AEPP EPE Teacher Assignment Log (1 per month per student)
- AEPP Remote/Hybrid Screening Tool and Rubric (if applicable)

Not mandatory but highly recommended:

- Student Program Contract with expectations outlined
 - With original signature from student (may be electronic signature with date and time stamp if program is approved for remote and hybrid programming)

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.