

FOR YOUR INFORMATION

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Career Education

MEMORANDUM NO
August 18, 2000

SUBJECT: COMPILING AND REPORTING ADA FOR DISTANCE LEARNING
DURING THE 2000-01 SCHOOL YEAR

- I. Background
- II. Individual Student Folders
- III. Minimum Requirements for On-Line Instruction
- IV. Testing
- V. Reportable ADA for 2000-01 School Year
- VI. SIS Accounting Procedures
- VII. Approved Distance Learning Courses for the 2000-01 School Year

I. BACKGROUND

- A. AB 1943 permits adult education programs to use up to five percent of regular ADA entitlements for non-traditional instruction and/or new methodologies.
- B. Instruction is for adult students. Reimbursement for instruction may be computed on other than seat time.
- C. Instruction must include a process for program evaluation. Areas of instruction must be included in the Division's plan and submitted to the State Department of Education for approval prior to implementation.
- D. Alternative instruction permits students to work at their individual proficiency levels within personal time constraints. Individual growth is measured in terms of value added, therefore direct teacher supervision is not required.
- E. For the 2000-01 school year, schools should make every effort to earn the full 5 percent ADA allowed under AB 1943

II. INDIVIDUAL STUDENT FOLDERS

- A. *Value Added* is based on measurable student progress. Learning must be verified through work completed by students, and it is used as a basis for hours reported on the monthly statistical reports.

- B. A folder will be created and maintained for each student enrolled in Distance Learning. Contents will include: (1) a copy of the registration form, (2) evidence of assessment and appropriate placement, (3) either a posttest, or chapter/unit test, (4) samples of students work at least one page per unit completed (5) teacher comments if applicable. The approved cover page for the student folder is **Attachment A**.
1. Students *enrolled* in a Distance Learning course may verify competencies through a pretest and a single posttest or chapter/unit test. When the posttest verifies 80 percent attainment of identified competencies, attendance may be claimed.
 2. Students enrolled in parent education must complete 80 percent of course work and unit tests in order for credit to be granted. Parent Education courses completed through Distance Learning may be counted as electives toward a high school diploma.
- C. A unit in Learning English involves completion of four 30-minute video lessons and accompanying support materials. A unit in *Putting English to Work Level 2* requires completion of one 30-minute video lesson and accompanying support materials. A unit in *PETW Level 3* requires the completion of one 30-minute video lesson and accompanying support materials. A unit in *Parent Education* requires completion of one 30-minute video and accompanying support material. A unit in *Citizenship* requires completion of one video and support material. No credit is granted when less than 80 percent of competencies are achieved. Hours of attendance to be granted for completed units of *Learning English*, *Putting English to Work 2 and 3*, *Citizenship* and *Parent Education* are listed on **Attachment B**.

III. MINIMUM REQUIREMENTS FOR ON-LINE INSTRUCTION

- A. There **must be an initial face to face exchange** between student and teacher during which the student officially enrolls in the course (hard copy registration with student signature); student is pre-tested and/or appropriately placed in the course by the teacher; **student presents valid photo identification**; student is provided with the necessary information to log onto a computer and take the course.
- B. After the student completes the course on-line (including, but not limited to, exercises, quizzes, tests, searches--various demonstrations of competencies mastered), **the student must meet the teacher, or designee, again, face to face, and complete a proctored final exam at 80 % or better.**

After satisfying these minimum requirements, the teacher may grant appropriate credit and record ADA for reimbursement purposes.

- C. The on-line teacher must be available to answer student questions through the following venues: e-mail, chat rooms, telephone conference, face-to-face conference.
- D. Internet courses, for which reimbursement will be claimed, must be approved by the CDE on the annual 5% Program application.

IV. TESTING

- A. Students must be placed appropriately when enrolling in a Distance Learning course. Initial ESL placement may include the Division Oral Placement Test and/or Distance Learning ESL pretests. Placement into Parent Education can be based on teacher recommendation or completion of the course pretest. Verification of 80 percent attainment of competencies is the basis for claiming reimbursement from the State.
- B. Students in Distance Learning courses will comply with Division policy regarding CASAS tests and Tops Pro data collection.
- C. Evidence of testing must be recorded in the individual student folder. A pretest and a posttest or unit tests are required to verify competencies achieved.

V. REPORTABLE ADA FOR THE 2000-01 SCHOOL YEAR

- A. Schools will report earned ADA based on completed units. The number of hours of attendance for each unit is listed on **Attachment B**. Hours are to be claimed at the end of the statistical period.
- B. A student who has not completed a Distance Learning class may re-enroll in the same class. Total hours claimed should not exceed 100 percent of a traditional course. All folders for which ADA has been claimed should be retained for three years for audit purposes.

VI. ADULT SIS ACCOUNTING PROCEDURES

- A. At the completion of each unit, a teacher will certify that 80 percent subject mastery has been attained and will report the appropriate hours as per **Attachment B** on the class roster.
- B. Hours should be reported during the statistical period in which instructional units have been completed.
- C. SIS may use individual course numbers or forums, whichever best meets local school needs.

VII. APPROVED DISTANCE LEARNING COURSES FOR THE 2000-01 SCHOOL YEAR

- A. ESL BEGINNING LOW (50-01-91)
Each **Learning English** unit consists of four 30-minute video lessons and support materials. Each of the completed units is credited as 10 hours.
- B. ESL BEGINNING HIGH (50-01-92)
Putting English to Work level 2 has two instructional levels. Each of units 1-12 consists of one 30-minute video lesson with support materials. This equates to Level 2A. Each of units 13-24 consists of a 30-minute video lesson and support materials. This equates to Level 2B. Each completed unit is credited as 10 hours.
- C. ESL INTERMEDIATE LOW (51-01-93)
Putting English to Work Level 3 has two instructional levels. Each of units 1-12 consists of one 30-minute video lesson with support materials. This equates to Level 3A. Each of units 13-24 consists of one 30-minute video lesson and support materials. This equates to Level 3B. Each completed unit is credited as 10 hours.
- D. ESL INTERMEDIATE HIGH/A (50-01-94)
Connect with English consists of 12 videos with appropriate support materials. One unit consists of one 15-minute video lesson and support materials. Each completed unit is credited as 8 hours. (*pending approval 2000/01*)
- E. PARENT EDUCATION (51-07-93)
Parent Education/The Now and Future Parent consists of 10 videos with appropriate support materials. One unit consists of one 30-minute video lesson and support materials. Each completed unit is credited as 10 hours.
- F. PARENTING THE ADOLESCENT (51-05-93)
Parent Education/Surviving the Teen Years consists of 10 videos with appropriate support materials. One unit consists of one 30-minute video lesson and support materials. Each completed unit is credited as 12 hours.(2001/2002 available also via Internet
- G. ESL/CITIZENSHIP (50-01-90)
U. S. Citizens consists of three 30-minute videos with appropriate support materials. One unit consists of one 30-minute video lesson and support materials. Each completed unit is credited as 20 hours.(2000/2001 also available via Internet)
- H. COMPUTER OPERATOR/LITERACY (21-01-95)
Computer Literacy consists of 10 units. Each completed unit is credited as 10 hours. (*pending approval 2000/2001 - via Internet only*).

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Division of Adult and
Career Education

For assistance with statisticals, please telephone Surviva Mendoza at (213) 202-5630; for assistance with computerized record keeping, please telephone Arnie Abitabilo at (213) 633-1639; for assistance with instruction, please telephone Sam Powers, Coordinator, at (323) 732-0153 or Dale McIntire, five percent Program Director, at (323) 732-0153.

APPROVED: Santiago Jackson, Assistant Superintendent

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Division of Adult and Career Education

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ATTACHMENT A

DISTANCE LEARNING INFORMATION FORM

LAST NAME:	FIRST NAME:	MIDDLE NAME:
SIS #:	SOCIAL SECURITY # (OPTIONAL):	DOB:
ADDRESS:		
PRETEST:	POSTTEST:	
NUMBER OF UNITS COMPLETED AT 80 PERCENT	HOURS TO BE CLAIMED:	
INSTRUCTOR:	DATE:	

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ATTACHMENT B

**Designated Instructional Units and
Corresponding Hours of Attendance**

For use during the 2000-2001 school year

Distance Learning ESL, "Now and Future Parent" & Computer Literacy

1 unit 10 hours of attendance

ESL Level 4

1 unit 8 hours of attendance

ESL/CITIZENSHIP

1 unit 20 hour of attendance

PARENTING THE ADOLESCENT

1 unit 12 hours of attendance

- I. Only completed units with 80 percent attainment of competencies are reported to SIS.
- II. Students may enroll in a Distance Learning course one time. If a student completes a portion of a class and re-enrolls in the same class, he/she is eligible for the course hours previously not reported.