

**GUIDELINES FOR END-OF-YEAR PROGRAM PERFORMANCE  
NARRATIVE  
IN PY 2018-2019**

**ADULT EDUCATION PROGRAM**

**INSTRUCTIONAL PROGRAMS 2018-2019  
End of Year Report Guidance**

**WORKFORCE INNOVATION & OPPORTUNITY ACT – TITLE II**

Submit ONE ORIGINAL:

**Wyoming Community College Commission  
Adult Education Program  
Attn: Senior Grants and Contracts Specialist  
2300 Capitol Ave, 5<sup>th</sup> Floor, Suite B  
Cheyenne, WY 82002**

TO: AE Directors  
FROM: Marcia Hess  
RE: End-of-Year Narrative Report for Local AE Programs  
**Report Due Date: August 1, 2019**

This packet will give guidance for the AE end-of-year narrative report.

## **1. Documents for AE Programs**

A. A narrative section in which you are to answer the questions below:

**(1) Describe successes in and challenges to the overall program this current year.**

- a. Include any changes or modifications made to your program to enhance student performance, staff performance, and new or closed class sites.
- b. List the goals your program had for program improvement this year.
- c. If you serve ESL students, describe your transitional plan on how you transition your ESL students into ABE classes, and/or to work.

**(2) Performance Data Analysis:**

- a. Describe how the adult education program performed in the overall core indicators of performance.
  - i. Also include explanations for why you believe students separated before completing at each educational functioning level.
  - ii. Include information on changes in classes, staff, and other influences that may be reasons for increases or decreases in performance.
- b. Discuss how the results of this analysis will be used to improve quality and effectiveness in the 2019-2020 grant year.

**(3) Describe how your AE program has supported the integration of AE activities with each of the following:**

- a. other adult education,
- b. career development, and
- c. employment training activities in your service area during this year.

**(4) Professional Development: Describe your efforts to improve teacher/staff quality.** Describe activities and training to create and support higher accountability and teacher quality. You may include targeted professional development, program level goal setting, implementing the LACES data collection system training for designated staff and other training you believe promotes teacher quality.

**(5) Adult Education's use of College and Career Readiness:**

- a. Describe your efforts to ensure CCRS are utilized in the classroom and in lesson planning.
- b. What additional efforts have been implemented to increase readiness for college or training through IET or bridge programs this year?

**6) Alignment of adult education activities with other one-stop required partners to implement the strategies in the Unified Plan to have an educated citizenry.**

Describe specific activities you either do for another WIOA partner or that you and a partner are collaborating to present to participants or potential participants.

Describe your direct connectivity to the One-Stop center in your area.

- B. **NRS TABLES:** Include your NRS tables 1-8 & 10 that cover the time period of July 1, 2018 to June 30, 2019.

Describe the post-testing rate (percentage of students when comparing Table 4 and Table 4B) and if it is below 60% give strategies to improve this rate for next year.

**C. Teacher Information:**

**Update LACES on teacher and director status after June 30, 2018.** Print and submit the list of staff in LACES for your program for the new grant year and the role you have assigned in the LACES system.

All new staff must complete the new instructor form.

Any new staff must have a signed Confidentiality Agreement on file with the state office. These forms may be found on the WCCC website. (Reporting Section)

<https://communitycolleges.wy.edu/adult-education/directors/>

- D. **Additional reports:** (all forms are under reporting in the Director section of the AE website.)

- a. Cash and In-kind reports forms – This is a 2 page form and both need to be completed even if \$0 were expended.
- b. Fiscal Status Reports for each grant (AE, Corrections or IELCE)
- c. Data Quality Checklist (include program name at the top of the first page)
- d. PowerPath Summary report for the grant year 2018-19

# ADULT EDUCATION AND LITERACY PROGRAM

Wyoming Community College Commission

## Program Year 2018-2019 End of Year Report [Please Included This Cover Page]

<b>Grantee/ Agency:</b>	
<b>AE Program Director:</b>	
<b>Address:</b>	
<b>City/State/Zip:</b>	
<b>Telephone Number:</b>	<b>Fax Number:</b>
<b>E-Mail Address:</b>	

<b>Signature of Authorized Representative</b>	<b>Date</b>
<b>Printed Name of Authorized Representative</b>	
<b>Print Name &amp; Phone number of Person responsible for fiscal records</b>	