

**GUIDELINES FOR END-OF-YEAR PROGRAM PERFORMANCE
NARRATIVE
IN PY 2017-2018**

ADULT EDUCATION PROGRAM

**INSTRUCTIONAL PROGRAMS 2017-2018
End of Year Report Guidance**

WORKFORCE INNOVATION & OPPORTUNITY ACT – TITLE II

Submit ONE ORIGINAL:

**Wyoming Community College Commission
Adult Education Program
Attn: Marcia Hess
2300 Capitol Ave, 5th 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, 2018

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. Include any changes or modifications made to your program to enhance student performance, staff performance, and new or closed class sites. List the goals your program had for program improvement this year.

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

(3) Describe how your AE program has supported the integration of AE activities with each of the following: other adult education, career development, and employment training activities in your service area during this year. (Information may be taken from your application.)

(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, and implementing the LACES data collection system training or other training you believe promotes teacher quality.

(5) Adult Education's use of College and Career Readiness Standards: Describe your efforts to ensure CCRS are utilized in the classroom and in lesson planning. How are the Standards integrated with Social Capital Skills (employability skills)?

(6) Alignment of adult education activities with other one-stop required partners to implement the strategies in the Unified Plan.

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

- B. **NRS TABLES:** Include your NRS tables 1-8 & 10 that cover the time period of July 1, 2017 to June 30, 2018.

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.

All new staff must complete the new instructor form.

Any new staff must have a signed Confidentiality Agreement on file with the state office.

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

ADULT EDUCATION AND LITERACY PROGRAM

Wyoming Community College Commission

Program Year 2017-2018 End of Year Report [Please Included This Cover Page]

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

Signature of Authorized Representative	Date
Printed Name of Authorized Representative	
Print Name & Phone number of Person responsible for fiscal records	