

MEMORANDUM

TO: Vermont Superintendents
FROM: Jess DeCarolis, Division Director and Robin Castle, State Director of Adult Education and Literacy
SUBJECT: NEWLY AVAILABLE ON WEBSITE: Adult Education and Literacy Policies
DATE: February 6, 2020

Policies and information on the [Vermont Adult Education and Literacy](#) (AEL) program on the Vermont Agency of Education's website have been updated and moved. They may now be found under "Student Learning" on the left-hand navigation bar. AEL policies have been uploaded to our [Initiatives and Resources](#) page, including the High School Completion Program's policy manual, reimbursement rate chart, and request to graduate form.

The High School Completion Program (HSCP) was created in 2006 to provide learners with educational services of the scope and rigor needed for the attainment of a high school diploma. Adult Education and Literacy Providers co-construct personal learning plans (PLPs) with students and local high schools. PLPs outline the plan to meet the high school's proficiency-based graduation requirements for diploma attainment. Students who would like to pursue HSCP:

- Are at least 16 years old
- Have not earned a high school diploma, and
 - Possess high skills and motivation to graduate early OR
 - Are deemed at risk of dropping out of high school OR
 - Are not enrolled in high school.

Students who would like to earn their diploma through the HSCP must be assessed with the federally-required Tests for Adult Basic Education (TABE) 11/12, as part of the National Reporting System (NRS). The TABE is aligned to the new College and Career Readiness Standards; further information can be found on the [Data Recognition Corporation website](#). NRS levels determined by assessment demonstrate student educational functioning level.

The grade level equivalencies for the TABE 11/12 are as follows:

NRS Level	Grade Range
1	K-1
2	2-3
3	4-5
4	6-8
5	9-10
6	11-12

NRS level 5 is the minimum level at which a student must be able to perform in order to achieve their diploma. On the rare occasions in which student services meet certain criteria (see the [HSCP policy manual](#)), the Agency of Education may grant permission for a HSCP student with below NRS 5 skills to graduate. In order to be considered for this permission, a [Request to Graduate form](#) must be completed by the AEL provider and sent to the Agency of Education for approval. To serve as a reminder, in the instance of those students who have learning impairments that would require modifications to access the PBGRs, please revisit the [PBGR Access Plan memo](#) dated August 27, 2019.

If you have questions about this document or would like additional information, please contact Robin Castle at Robin.Castle@Vermont.gov or (802) 828-0508.