



## DEPARTMENT OF COMMUNITY COLLEGES

NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES  
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ROBERT W. SCOTT  
System President

919-733-7051

### MEMORANDUM

DATE: November 17, 1994

TO: Presidents  
Senior Continuing Education Administrators  
Basic Skills Directors  
Correctional Education Contacts

FROM: James G. Wingate *JGW*  
Vice President for Programs

This memo supersedes  
specified guidelines  
in CC-94-248.  
(Effective Dec. 1, 1994)

THIS APPLIES TO PRISON  
BASIC SKILLS CLASSES  
ONLY

SUBJECT: Prison Basic Skills Classes -- Revision of Rules Regarding the  
Elimination of Multi-Entry/Multi-Exit Programming in Prisons

We are currently operating under a legislative mandate to eliminate all multi-entry/multi-exit programming in the prison setting, covering all captive populations, including those in DOC facilities, local jails, federal prisons and DHR youth services facilities. Numbered memos CC-94-248 and CC-94-297 delineate guidelines associated with the implementation of this law.

In response to questions and suggestions from the field, the following revisions will be implemented for Basic Skills programs, effective Winter Quarter (December 1, 1994).

Please make the following revisions to the guidelines found in CC-94-248.

#### **I. New-Student Registration Every 30 Days**

This policy replaces guideline number 8, CC-94-248, page 3:

Each student placed in a Basic Skills class should be available for and attending class for at least two months, unless they complete the program sooner. (The burden is on prison personnel to determine an inmate's expected length of stay before assigning them to an education assignment.)

**Student registration/enrollment in Basic Skills classes in the prison setting will be limited in the following manner: Students may be registered in Basic Skills classes during regular class sessions which fall in the first seven calendar days of each month.**

If the beginning of your quarter/instructor contract, etc. does not correspond with the beginning of a month, you must still only enroll new students the first seven days of each month. This means that at the beginning of each quarter you would merely "carry over" onto your new quarter rosters any students who were enrolled in the previous quarter. For our purposes, these students are continuing students and not new students to the Basic Skills program. Again, the start of a new quarter does not constitute a new-student entry point (new students may not be enrolled), unless it coincides with the first of a month. Carry continuing students over into the new quarter and register all new students during the first seven calendar days of each month.

(If your college's quarters do not start at the beginning of a month, and you have questions about the implementation of this rule, please contact Tracy McPherson, Coordinator of Correctional Education, DCC, (919) 733-7051 ext. 404.)

Students must be present in class when registered. And, as specified in CC-94-297, no student may attend class unless officially registered.

Once a student is enrolled, he/she does not have to be re-enrolled during each new-student enrollment period.

## **II. Transferring Students' Educational Records**

This policy replaces guideline number 9, CC-94-248, page 3:

Transferring students do not need to wait until the next official new-student enrollment period to enter a Basic Skills class, provided that they meet the following conditions:

- 1) the transferring student must have been enrolled in a Basic Skills class at the prison from which they transferred (at the time of transfer); and
- 2) the receiving instructor must have the student's educational records before registering the transferring student for class.

Education records MUST include, at a minimum, the following information:

- a. TABE or other placement test scores (interpreted) and test dates;
- b. GED practice test scores and test dates, if taken (latest scores, if taken more than once);
- c. GED test scores and test dates, if taken;
- d. the name and address of the college/agency providing the records;
- e. the name and signature of the person transmitting the records; and
- f. the date received by the receiving instructor (signed by the receiving instructor).

Additional information that might be helpful to the receiving instructor may be included.

The information may be received in the DOC blue educational folder or other prison document, but other means of transmittal are acceptable. Acceptable means would include, but not be limited to, a copy of a community college LEIS student detail, a written document or college-generated form from the the sending college, or a prison-system computer printout. The document must be signed and dated by the receiving instructor and available for program audit.

Remember to observe college confidentiality rules governing student records.

Thank you for the input received at the Basic Skills Conference and the N.C. Adult Educators Association Conference. Your comments have been helpful as we have tried to work within the new law.

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