

September 16, 1998

**MEMORANDUM**

**TO:** Basic Skills Directors

**FROM:** Randy Whitfield

**SUBJECT:** 1998 Secretary's Awards for Outstanding Adult Education and Literacy Programs

The U. S. Department of Education is soliciting nominations for the 1998 Secretary's Awards for Outstanding Adult Education and Literacy Programs. Emphasis for this cycle is on comprehensive adult education models featuring promising practices in family literacy, workplace literacy, welfare, out-of-school youth, or corrections. The nominees must demonstrate quality instruction and success and may not have received the Secretary's Award within the previous five years.

The Basic Skills Advisory Board will assist System Office staff in selecting the two nominations from our state. A panel from the U. S. Department of Education will then initially evaluate the programs nominated and give them a rating based on specific review criteria. Following this review, DAEL staff members will conduct site reviews of the highest rated nominations. Nominations will be reviewed by the Department for such matters as audits and civil rights compliance. Following the site review, a second panel review will be conducted. Based on the findings of this review process, the Secretary will announce the award recipients.

Attached is a nomination packet. If you are interested in nominating your program, please follow the directions in the packet and send an original and five (5) copies of your nomination to me at the System Office by **September 1, 1998**.

**Please note: Do not send information directly to Dr. Carroll Towey at the U. S. Department of Education. The nominations have to come from the System Office. We need the nominations by September 1 so that we can select the two programs to be submitted on October 1, 1998.**

If you have any questions, please contact me at (919) 733-7051, ext. 721.

Enclosure  
cc: Presidents

CC-98-201