



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

July 6, 2000

MEMORANDUM

TO: Basic Skills Directors

FROM: Randy Whitfield, Ed.D.
Director of Basic Skills

SUBJECT: Training Sessions on Data Collection/LEIS Forms, Standardized Testing,
and the North Carolina State Basic Skills Plan, 2000-2004

The Adult Education and Family Literacy Act, Title II of the Workforce Investment Act, requires changes in the data collection system, LEIS forms, and standardized testing procedures for Basic Skills/literacy programs. Terry Shelwood and Randy Whitfield will conduct five regional training sessions on the new legislation and changes. The sessions will be held from 10:00 a.m. to 3:00 p.m. at the following colleges:

- August 10, 2000: Western Piedmont Community College System
- August 11, 2000: Guilford Technical Community College
- August 15, 2000: Pitt Community College
- August 16, 2000: Fayetteville Technical Community College
- August 23, 2000: Carteret Community College.

A tentative agenda and registration form are attached for the training sessions. There is no registration fee, but you must register by **August 1, 2000**, to ensure that there will be space for you to attend the session. Please contact me at 919/733-7051, ext. 721, if you have questions about the session.

cc Presidents
Senior Continuing Education Administrators

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