<table>
<thead>
<tr>
<th>Committee Member</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debbie Woodard</td>
<td>Wilkes Community College</td>
</tr>
<tr>
<td>Tammie Quick</td>
<td>Central Carolina Community College</td>
</tr>
<tr>
<td>Ivana Stevens</td>
<td>Nash Technical Community College</td>
</tr>
<tr>
<td>Susan Huneycutt</td>
<td>Davidson Community College</td>
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<tr>
<td>Belinda (Sissy) Grubbs</td>
<td>Pitt Community College</td>
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<tr>
<td>Deree Jackson</td>
<td>Brunswick Community College</td>
</tr>
<tr>
<td>Dr. Marguerita Best</td>
<td>Durham Technical Community College</td>
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<tr>
<td>Patricia Smith</td>
<td>Haywood Community College</td>
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<tr>
<td>Diane Matlock</td>
<td>Carteret Community College</td>
</tr>
<tr>
<td>Heather Collins</td>
<td>Johnston Community College</td>
</tr>
<tr>
<td>Nancye Gaj</td>
<td>NCCCS</td>
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<tr>
<td>Arbony Cooper-Gibbs</td>
<td>NCCCS</td>
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Overview

By the end of this webinar, participants will be able to

• Recognize main components of the 2020 Adult High School Manual and know where to find AHS resources

• Describe the requirements for program implementation at your community college

• Compare your current program to the updated guidelines set forth in the implementation guide

• Propose changes to your AHS program that align with the 2020 AHS Implementation Guide

• Arrange for an updated copy of your college’s Agreement of Affiliation to be submitted to the System Office by October 1, 2020
Purpose of Adult High School Program

• Supports the core purpose of WIOA-Title II - create a partnership to assist adults in attaining a secondary school diploma

• Offers adults and minors ages 16-17 an opportunity to earn an Adult High School diploma, issues in cooperation between the local boards of education and the community college trustees

• Guides participants mastery of required course standards

• Teaches curriculum that includes the development of career pathways, which provide access to employment and training services for students
Agreement of Affiliation

• Sets forth procedures for establishing a relationship between the local education agency and local community college

• At a minimum, this document must include
  • Signature LEA’s Superintendent, Community College President, and Director or Coordinator of AHS Program
  • Total number and specifications of credits needed to graduate
  • Attestation that both parties have a copy of the current AHS Implementation Guide
  • Attribution of both parties assuring that the AHS diploma and transcript will represent the same appearance and quality as issues by the LEA
Agreement of Affiliation

The Agreement of Affiliation (AoA) must be reviewed, signed, and submitted to the System Office every even year (2020, 2022, etc.) on October 1st.

Submit a PDF version of the Agreement of Affiliation to tilleym@nccommunitycolleges.edu

Copies of the signed AoA should be given to the cooperating Board of Education, Community College, and Board of Trustees.
Serving Minors

- State regulations require that individuals under 18 years of age must provide proof of withdrawal from their last high school attended to enroll in Adult High School. Minors age 16 or 17 must provide two verification documents:

  - Minor Release Form
  - Minor Applicant Notarized Petition
# AHS Textbook Sampling

<table>
<thead>
<tr>
<th></th>
<th>English &amp; Language Arts</th>
<th>English Language Learners</th>
<th>Health</th>
<th>History/Social Studies</th>
<th>World Languages</th>
<th>Mathematics</th>
<th>Science</th>
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<tr>
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<td>Globe</td>
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</tbody>
</table>
On-line Learning Platform Possibilities

- Apex
- Odysseyware
- Edmentum (Plato)
- Edgenuity

- Program Cost across the state range from
- $2,000 – 20,000
Program Cost – Possibilities

• Here are a few of the cost to consider when planning for AHS

• Faculty/Instructor cost
• Textbook Cost
• On-line Learning Platform Cost
  • Deciding on the number of seats
  • Deciding on which program to use
• Hosting an on-campus learning lab
Eligible AHS Participants

• Individuals who:
  • Are 16 years of age
  • Are not enrolled or required to be enrolled in secondary school under State law
  • Are basic skills deficient
  • Do not have a secondary school diploma or its recognized equivalent and has not an equivalent level of education
  • Are English language learners
incoming transcript evaluation

• An incoming student is required to provide an official high school transcript.
  • Official transcripts of high school courses may be accepted if the courses meet Future Ready Core graduation requirements.
  • Credits may be awarded for all previously earned high school courses with a grade of D or better.

• If no transcript is available, the student may be admitted as needing all credits required for graduation, unless otherwise noted.
  • Students admitted to the AHS program without a HS transcript will be assigned to classes based on initial placement.
  • Students with no previous HS experience must complete all HS credits as required upon initial admission into the program.
Initial Placement

• If the student’s original enrollment for the reporting year is the AHS program, the student’s initial placement is based on AHS Credits.
  • NC Threshold Policy:
    • Students entering below the 75% threshold are placed at ABE Level 5 (Adult Secondary Low - ASEL).
    • Students entering at or above the 75% threshold are placed at the ABE Level 6 (Adult Secondary High - ASEH).

• If the student’s original enrollment for the reporting period is in a non-AHS program, the student’s initial placement is based on NRS assessments.

**Students initially placed as AHS will neither have placement levels based upon assessments nor be awarded pre/post-test gains for that program year.**
## Maintenance of Permanent Records

- Records are permanent
- Records must be protected
- Records are subject to audit – NCCCS, DPI, LEA

### The North Carolina Records Retention & Disposition Schedule for Colleges

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>RECORDS SERIES TITLE</th>
<th>DISPOSITION INSTRUCTIONS</th>
<th>CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>ADULT HIGH SCHOOL DIPLOMA COURSE FILE Records concerning students enrolled in adult high school programs. File includes attendance, transcripts, and other related records.</td>
<td>Retain in office permanently.</td>
<td>Confidentiality: 20 USC § 1232g</td>
</tr>
</tbody>
</table>
Degree Audit (DA)

• All AHS program staff should have access to Colleague Degree Audit

• Handy Tool for:
  • Tracking AHS Credits
    • Simplifies and regulates NRS reporting in LEIS
    • Student advising/registration – printable check sheet
    • Easily track students progress and program completion
    • Accommodates programs serving multiple LEAs with different graduation requirements
  
  • Course Equivalencies
    • Set-up is NOT as difficult or tedious as rumored
    • Can be set up at once or as needed during incoming transcript evaluation
    • Remain in Colleague indefinitely; no rebuilding
  
  • Paperless High School Transcript Evaluation
    • Saves time (and trees)
    • Safely archives all AHS student records
    • Staff friendly process
Degree Audit (DA)

• Better AHS Transcripts
  • Consistency of transcripts throughout the NCCCS
    • All colleges were asked to implement DA and Transcripts in 2012
    • Establishes AHS as a professional and quality program
  • Click and print
    • Easy look-up
    • Less time spent

• DA Training
  • Provided throughout the year from the System Office through the User Support team
  • http://www.nccommunitycolleges.edu/it-resources-and-services-directory/cis-user-support/user-support/college-staff-training
    • AHS – Degree Audit
    • AHS – Transfer Non Course Work
AHS Transcripts

• Must be of same quality/appearance as the local LEA
  • Cannot be handwritten
  • Must bear college seal
  • Should provide transferred credits and credits earned in AHS program
  • Should provide grade point average (unweighted)

• Generated through Colleague (TRAN)
  • Consistency of transcripts throughout the NCCCS
  • Automatically calculates unweighted GPA (include or exclude transferred credits)
  • Can be generated without complete DA implementation
  • Can be tweaked to work with your college’s record keeping system and course names (*secrets that can be shared*)
AHS Transcripts

• Colleague allows paperless and safe storage of AHS records
  • Meets the *North Carolina Records Retention & Disposition Schedule for Colleges* requirements
  • Easy onboarding of new AHS records staff
  • Less storage space needed; multiple copies not necessary
  • Did I mention saving trees 😊

• Example of Colleague generated AHS transcript is included in updated AHS Manual
AHS Diplomas

• Must be of same quality/appearance as the local LEA
• Must display the Local College Name and the local Board of Education as the granting institutions
• Must Include these four signatures
  • Local College President
  • LEA Superintendent
  • Chairs of Board; LEA and local college
• Graduation Date does not have to match the LEA yearly graduation dates
• Sample included in the updated AHS Manual
Awarding Credit

• AHS Students must meet the same number of credits required for graduation by the NC Department of Public Instruction along with any additional requirements of the LEA that are documented in the AHS Affiliation Agreement.

• AHS students must follow the Future Ready Core Graduation Requirements

• Elective credit may be awarded from a variety of sources for which competencies can be documented and structured so that students develop a range of skills which qualify them to succeed in the labor market or to enter technical, vocational, or college transfer programs in the community colleges.

• Military Elective credit may be awarded for military experience as documented by Department of Defense Form 214.
Awarding Credit

- The AHS program does not offer advanced placement (AP) or honors courses
- The Occupational Course of Study Pathway is not available in the AHS program
- Local community colleges may permit a student to prove mastery of a core course through challenge testing.
  - Applies to Core courses only
  - Must Measure demonstrated mastery of course competencies
  - Minimum passing grade of 80/B is required for demonstrating mastery
  - Grade earned on the challenge test may be used as the assigned grade for the core course
  - A maximum of two courses may be challenged for core credits
Awarding Credit

• Biology, Chemistry and Other Laboratory Course labs are optional
  • Local community colleges and local educational agencies may enter into cooperative agreements to use public school laboratory science facilities
  • Virtual labs or lab simulations are available for most courses

• Credit is based on mastery of established competencies rather than on a certain number of instructional hours

• North Carolina mathematics graduation requirements are in Attachment B. AHS students should meet, at a minimum, the requirements to enter directly into a career after high school.
• The OCS pathway is not available in the AHS program, but OCS students may participate in the AHS program.

• Transferable credits include all future-ready North Carolina Standard Course of Study credits. See attachments A & B, pages 20-26 in the implementation guide.

• Other OCS non future-ready credits are transferable in the AHS program as elective credits
• As of January 1, 2016, all adult high school programs implemented the 10-point grading scale.

• Traditional letter grades shall be assigned by the local community college where the student has taken or is given credit for course work in the Adult High School diploma program.
Future-Ready Core Graduation Requirements

• All public high school students must meet minimum state graduation requirements to earn a diploma. These graduation requirements are considered the Future-Ready Course of Study (FRC) and can be found at https://www.dpi.nc.gov/districts-schools/high-school-graduation-requirements.

• All students must earn at least 22 credits in the Future-Ready Course of Study to graduate from high school.

• Although the state requires a designated number of courses and credits for students to graduate high school, local school districts and other public school units may require additional courses and credits to graduate. This should be noted in your Agreement of Affiliation.
# Current Requirements

<table>
<thead>
<tr>
<th>For students entering 9th grade 2014-2019</th>
<th>For students entering 9th grade 2020-2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 English courses (English 1, 2, 3, and 4)</td>
<td>4 English courses (English 1, 2, 3, and 4)</td>
</tr>
<tr>
<td>3 science courses: biology, physical, and earth/environmental</td>
<td>3 science courses: biology, physical, and earth/environmental</td>
</tr>
<tr>
<td>4 math courses: Math 1, 2, and 3, plus a 4th math aligned to the student’s postsecondary plans</td>
<td>4 math courses: Math 1, 2, and 3, plus a 4th math aligned to the student’s postsecondary plans</td>
</tr>
<tr>
<td>4 history courses: Civics, World History, American History 1 &amp; 2 OR American history 1 + another history</td>
<td>4 history courses: Civics, World History, American History 1 OR 2, Personal Finance/Economics</td>
</tr>
<tr>
<td>Health/PE</td>
<td>Health/PE</td>
</tr>
<tr>
<td>6 electives</td>
<td>6 electives</td>
</tr>
</tbody>
</table>

Note: A student may complete the graduating requirements of his/her graduating class if enrolled in an NC high school within the past five years.
LEIS Documentation for AHS

Minimum 22; more for some districts

Of the # above, how many have been met? (Do not count “extras.”)

Updated annually

On/before assessment date

Note: The difference between #13 and #14 should be the remaining number of credits needed to graduate upon initial intake.
Earning a Measurable Skill Gain (MSG)

AHS Students at ABE Level 5 or 6 may earn Measurable Skill Gains by the following methods:

• AHS Credit - Once the student reaches the 75% threshold through AHS credit(s) attainment, the student is awarded an MSG and advances to the ASE Level 6 (ASEH)
• AHS Diploma
• HSE Credential
• Exit Adult Education program, then enter Post-Secondary

Please note: For a student to achieve an automatic level gain based on AHS credits, the information must be entered correctly and updated each program year.
Curriculum Standards

• AHS curriculum shall be competency-based, consisting of the core and elective credits required for high school graduation

• While the Standard Course of Study is set by the State, local community colleges will utilize the North Carolina Adult Education Content Standards for developing curriculum materials used for instruction
Basic Skills Plus and Continuing Education

- AHS students may enroll in Basic Skills Plus, which provides structured pathways and is tuition free for eligible students.

- AHS students may enroll in continuing education courses, outside of Basic Skills Plus, that are identified as eligible for Title II post-secondary transition. Eligible continuing education courses should be credited as electives.
Questions?

tilleym@nccommunitycolleges.edu
Thank You!

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