

Welcome to Kane County Adult Education!

Adult education is a service provided by the Utah State Department of Education with funding from federal and state grants. Our office administers the Kane County programs at the street site: SWATC Building, 733 South Cowboy Way, Kanab, Utah; and at the Kane County Jail.

Our Mission:

We strive to empower individuals to become self-sufficient, with the necessary academic qualifications for employment and personal success.

Kane County Adult Education offers the following programs to achieve our Mission:

- ❖ **Adult Basic Education (ABE)** - a program that provides instruction for adults who want to improve their basic education (below the ninth grade level) to increase opportunities for more productive and profitable employment.
- ❖ **Adult High School Completion (AHSC)** - a program for adults who have already attained a ninth grade level of academic skills, but do not have a high school diploma or GED. We provide instruction in the Utah Core Curriculum to fulfill the 24 credits required for graduation. Upon successful completion of the requirements, you will receive an Adult Education Secondary Diploma (the equivalent of a high school diploma) issued by the Kane County School District.
- ❖ **English for Speakers of Other Languages (ESOL)** - a program for adults with limited English proficiency that focuses on English communication skills such as speaking, reading, writing, and listening. Upon successful completion of the requirements, you will receive a Kane County Adult Education Literacy Diploma.
- ❖ **GED Preparation** – access to instruction, materials, and practice tests that help prepare individuals to take the GED test.

Please read the attached information sheet on the various requirements our students are expected to meet. Again, welcome. We hope your experience with Adult Education will be a successful and profitable one.

Director of Adult Education
Kane County Adult Education Program

Revised: August 26, 2018

Please read the following requirements for participation in our program.

1. You must complete a registration form.
2. You must provide proof of Utah residency (or the bordering areas of Arizona.) We can provide a list of acceptable forms of verification, if needed.
3. If you are under 18:
 - Your parent or legal guardian must be present at time of registration.
 - Your parent or guardian must sign a letter of consent supporting your enrollment in Kane County Adult Education.
 - You must provide a copy of your high school exit form, signed by the high school counselor.
4. There is a \$30.00 per semester registration fee.
5. Admission to Adult Education requires an entrance evaluation. This is not a pass-fail test. It is an evaluation to determine the appropriate level of work assignment, and must be completed during your first two visits. The complete TABE survey, which tests four areas – Reading, Math Computation, Math Application, and Language - is given when a student originally enters the program, and again at the beginning of each fiscal school year (July.) Students are re-tested in their lowest score area (their lowest EFL) after every 50 hours of instructional contact. This is a state requirement and is not negotiable.
6. Those entering our ESOL program for English Language Learners will take the CASAS test instead of the TABE. Students are re-tested after every 60 hours of instruction.

You are expected to commit to maintain regular attendance and devote a minimum of 6 hours per week to school work. This ensures engagement with the course material with adequate frequency to achieve measurable progress toward academic goals. Testing hours count toward this minimum. Please take notice of posted office hours. Learning lab times/dates will be posted.

7. Please note that if you do not attend school or contact the instructor within a 90-day period, UTopia (the USOE student management system) automatically exits you from our program. To re-enter, you may be required to re-take the TABE assessment.
8. New students will be assigned the A+ Career Essentials course, for which credit is given toward either CTE, or elective requirements. You will also set up a personal account in UtahFutures, and log a minimum of three hours of interaction within that site.
9. A total of 24 credits in specific subject areas are required for graduation. High school credits accrued prior to Adult Education may be computed as part of the 24 credits. Based on your high school transcript and the entrance assessment results, a Plan of Study will be written that outlines the courses you still need to complete in order to graduate.

For each subject, your instructor may assign coursework from the in-office A+ Learning System

computer curriculum, paper-based curriculum packets, Apex distance-learning online courses. SchoolsPLP, or a combination according to your needs. Study packets completed at home must be accompanied with a time log when submitted in order to earn credit for that work. A test will be given to assess mastery. All testing must be done in the Adult Education office.

10. Appropriate work experience, apprenticeship, and professional training may be considered for credit. Please provide a copy of the necessary information for verification, such as W2 or pay stubs, a certificate of apprenticeship, or of professional training.
11. Please update this office of changes in your employment status, address, phone numbers and other relevant information.

Please print your name and then sign and date the statement below.

I, _____, have read, and understand the requirements for participation in the Kane County Adult Education program. I agree to abide by these terms.

Student Signature

Date

Kane County Adult Education does not discriminate based on age, race, color, national origin, sex, or disability.

Accredited by the Northwest Accreditation Commission (NWAC) a division of AdvancedED

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