THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Adult Career and Continuing Education Services
89 Washington Avenue
Room 460 EBA
Albany, NY 12234
(518) 474-8940; FAX: (518) 486-1751
http://www.acces.nysed.gov/aepp/

March 23, 2023

TO: All NYSED Funded Adult Education Projects, ALE, WEP, WIOA, EPE

FROM: Fiormelissa Johnson, Director of Adult Education Program and Policy

SUBJECT: GED Data Match

This memo is intended to guide AEPP funded programs on how to obtain credit for students achieving their NYS High School Diploma that were not assigned as *enrolled* within GED Manager. As indicated on the AEPP Memo dated, January 27, 2023, this is the only way for AEPP funded programs to receive credit for students that have earned their NYS HSE diploma.

Please note the following procedure intended to provide a GED Data Match processed by AEPP from data entered in ASISTS from February 2022 through April 2023; this will be a *one-time* event only for FY23. After April 2023, all AEPP funded programs will be required to claim students that have been serviced by their programs through GED Manager, there will be no further exceptions. AEPP has arranged with ASISTS to conduct a *one-time* data match so that programs receive full credit for the FY23 GED diploma results.

To participate in this process, each program must follow these instructions:

1. Identify all students in your program who have attended classes this year and have taken the GED test. You will need the following information for these students:
    a. First Name
    b. Last Name
    c. GED ID (the ID issued by GED.com (GED Manager) when the student registered to take the test)

2. In ASISTS, for each student identified, make the following changes:
    a. In the Student Details page, enter the 16-digit GED ID in the field currently marked UUID. This field can be found in the Educational Background Section.
        PLEASE MAKE SURE THAT THE GED ID IS IN THE EXACT FORMAT, INCLUDING DASHES, AS IT APPEARS IN THE GED MANAGER WHEN ENTERING INTO ASISTS.

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b) In the Student Status History Section, enter the status 'Referred to HSE Test'. It is not necessary to indicate the reason or the test center, but if that information is available, please include it.

In May 2023, ASISTS and NYSED HSE staff will match the student records against the GED dataset using the GED ID. The matches will be used for the following:

- Updating the HSE outcome for the matched students.
- Giving the students and program credit for MSG if the student was awarded their HSE Diploma.
- Including the HSE for NRS Follow-up Outcome calculations for fiscal year 2024.
- Including the HSE outcome in EPE Fast Track calculations (if the student is part of EPE Fast Track).

cc: ACCES-Adult Education Regionals
    Rosemary Matt, Accountability
    RAEN Directors