THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ADULT CAREER AND CONTINUING EDUCATION SERVICES (ACCES)
ADULT EDUCATION PROGRAMS & POLICY (AEPP)

AEPP STUDENT RECORD CHECKLIST

STUDENT NAME:				
PROGRAM:		**START DATE: End date is determined by ASISTS**		
*Student files must be locked in a file cabinet				
#	**ENROLLMENT**	**Yes/On file**	**No/Not on file**	**N/A**
1	Individual Student Record Form (ISRF) signed by student			
2	Student is 21 years of age or older (EPE only)			
2	Students may be 16 years old and out of school or not required to be in school (WIOA only)			
3	Education & Employment Plan (EEP)			
4	American with Disabilities Act (ADA) signed by student			
5	Has a NYS HSE or HS diploma and scored below Level 5 in reading ☐ or math ☐			
6	Student attendance agreement signed by student			
	PROGRAM CONSTRUCT	**Yes/On file**	**No/Not on file**	**N/A**
7	Student Attendance signed by the instructor			
8	Student is tracked on ASISTS			
9	Traditional adult literacy instruction (In person)			
10	Distance Education for adults AEPP Screening Tool was completed with student			
11	Workplace literacy (In person)			
12	Career & Technical Education (CTE) (In person)			
13	Co-Enrolled in Literacy Classes & CTE			
14	Work experience programs (In person)			
15	ESL Student: Assessments – BEST Plus 2.0 or BEST Literacy			
16	Students enrolled in ABE, ASE, or ESL have 150 hours of instruction available during the fiscal year			
17	Pre-test provided within the first 12 hours			
18	Post-test provided per the NYS Assessment Policy			
19	Taught by a certified teacher (K-12 or Adult Education Certified)			
	PROGRAM/PROJECT SERVICES			
20	Case Management Services Provided and Recorded			
21	If student exited, a new intake process was provided			
22	If an HSE Preparation program, the student has been selected as enrolled in GED Manager to be matched in ASISTS			

*Please refer to the EPE Manual for guidance and a complete list
http://www.acces.nysed.gov/common/acces/files/aepp/epemanual.pdf