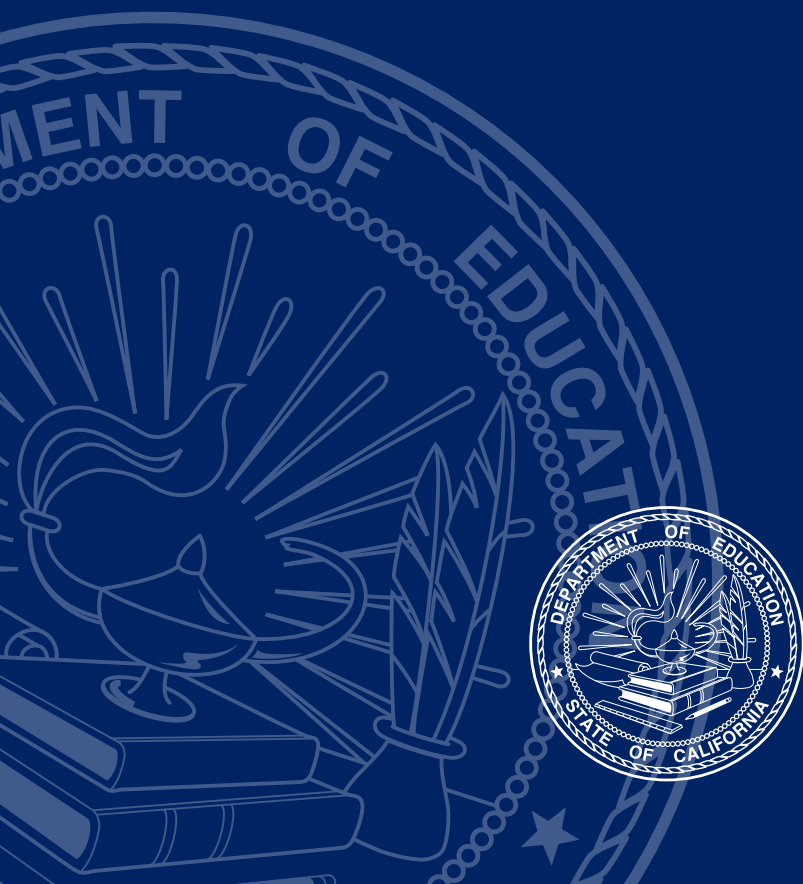
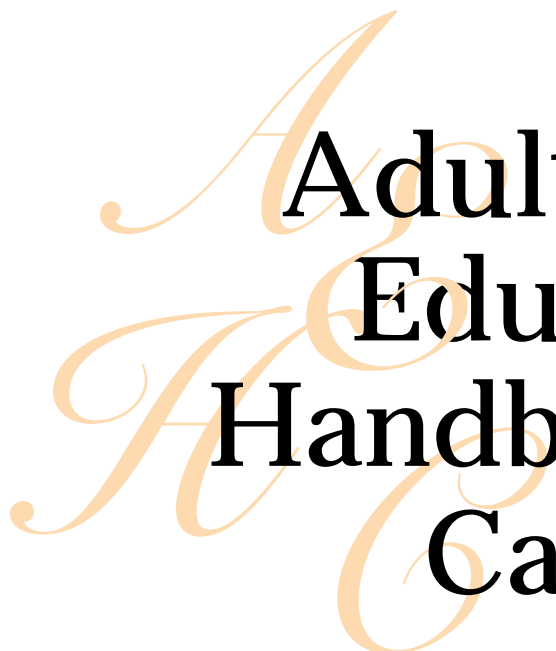


Adult Education Handbook *for* California

2005 Edition



California Department of Education
Sacramento, 2005



**Adult
Education
Handbook *for*
California**

2005 Edition



Publishing Information

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A partial list of other educational resources available from the Department appears on page 56. In addition, an illustrated *Educational Resources Catalog* describing publications, videos, and other instructional media available from the Department can be obtained without charge by writing to the address given above or by calling the Sales Office at (916) 445-1260.

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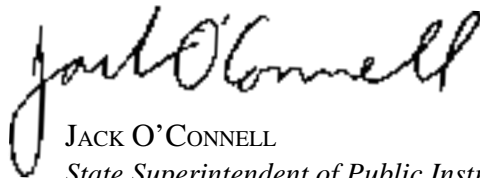
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A Message from the State Superintendent of Public Instruction

Adult education in California had its humble beginning in 1856 in the basement of St. Mary's Cathedral on Grant Avenue in San Francisco, where the students consisted primarily of immigrants from Ireland, Italy, and China. Since that time, adult education in California has expanded to over 1.2 million students who take classes through our public school system.

Nearly 75 percent of adult education students enroll in the program areas of English as a second language, citizenship preparation, basic literacy, high school diploma, and vocational education. Other programs target parents, older adults, adults with disabilities, and inmates. Through these programs, California offers learners a wide range of knowledge and skills necessary to participate effectively as citizens, workers, parents, and family and community members.

Education is a lifelong pursuit, and adult education plays an important role in helping Californians improve their quality of life. This handbook is designed to assist adult school staff in meeting the needs of their students, and it contains the latest information related to administering adult education programs. I hope you find it useful.



JACK O'CONNELL

State Superintendent of Public Instruction

Acknowledgments

Thanks are extended to the many California Department of Education (CDE) staff and adult educators who contributed to the *Adult Education Handbook for California, 2005 Edition*. Special thanks go to Robert Ehlers, retired annuitant, who compiled a handbook survey for adult educators and convened a CDE work group of adult education consultants to revise the handbook. The revisions were reviewed and approved by the CDE's legal counsel.

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Note: References to the *Education Code* sections are reprinted from *California Education Code, 2004 Desktop Edition*, California Desktop Codes, with permission of West, a Thompson business.

Administration of Adult Education Programs

The California school districts eligible to operate adult education programs received approval from the California Department of Education (CDE) prior to June 30, 1995. School districts that were not authorized to operate adult education programs before that time may apply to the CDE for initial program approval and funding under *Education Code (EC)* Section 52616.18, which is operative to the extent that the State Superintendent of Public Instruction determines that funds are available. Funds for new adult education programs were last available during the 1993-94 and 1994-95 fiscal years.

School districts operating approved adult education programs have a Legislature-imposed average daily attendance (a.d.a.) cap on their funding regardless of the enrollment growth they may have experienced. A restrictive revenue limit on adult education also exists.

Adult education programs must be self-supporting and be maintained through a clearly defined budgeting process. This process restricts school districts from using their general fund for adult education expenditures or allocating adult education funds to their general fund. A penalty may be imposed for any unauthorized expenditures of adult education funds for general fund operations (*EC* 52616.4).

The term *adult*, for purposes of crediting attendance from the State School Fund, refers to a person eighteen years of age or older or a person who is not concurrently enrolled in a high school program. A person eighteen years of age or older who is concurrently enrolled in a regular high school program is not defined as an adult (*EC* 52610).

This handbook describes the key elements of the administration of an adult education program. Pertinent *Education Code* sections, *California Code of Regulations, Title 5*, sections, and other legal code sections are identified throughout. For more information on adult education programs, contact the Adult Education Office of the CDE at (916) 322-2175 or consult the appropriate resources identified in the appendixes of this handbook.

References

Education Code sections:

- | | |
|----------|--|
| 52610 | “Adult” for purposes of crediting attendance from State School Fund |
| 52616.18 | Application by school districts for initial program approval and funding to begin adult education programs; criteria |
| 52616.19 | Funding available for 52616, 52616.16, 52616.17, and 52616.18 |

**Adult
Education
General
Provisions**



Adult education programs may be established and maintained by eligible high school districts, unified school districts, and county offices of education operating a program on behalf of participating school districts (*EC 52616*).

The governing board of a high school district or unified school district may establish classes for adults. If such classes result in a.d.a. of 100 or more in any school year, the districts shall establish an adult school for the administration of the program (*EC 52502*).

References

Education Code sections:

- 52500–23 Article 1, General Provisions
- 52500 Adult evening classes; admission of minors
- 52500.1 Eligibility of high school pupils for enrollment in adult education programs; courses and classes; conditions
- 52501 Powers of governing board
- 52501.3 Governing board requirements
- 52501.5 Revenue expenditure
- 52502 Classes or school for adults
- 52503 Adult school by resolution of governing board
- 52504 Adult classes must conform to legal requirements
- 52505 Scheduling of classes
- 52506 Basis for apportionment; development of standards
- 52507 Recognition of accomplishment
- 52508 Diplomas or certificates
- 52509 Requirements for granting diplomas
- 52510 Requirements for eighth grade graduation
- 52511 Inability to maintain instruction for adults in district
- 52512 Maintained in conjunction with other schools or centers
- 52513 Saturday classes
- 52514 No minors in classes at adult state institutions
- 52515 Apportionment of state funds for approved courses in adult schools
- 52517 No adult classes if funds from improper sources or if classes not open to general public
- 52518 No adult classes in dancing or recreational physical education supported by State School Fund
- 52519 Job market study; area; scope
- 52520 Review of program; termination

52522	Plans for adult education innovation and alternative instructional delivery; approval by Superintendent of Public Instruction; expenditures; rules and regulations
52522.2	Monitoring of school district compliance regarding programs and funding requirements; report
52523	Adult education as supplement for high school curriculum; criteria
52616	Adult block entitlement; adult education fund

Apportionment Classes and Attendance Accounting



General adult education apportionment for the ten instructional program areas authorized by *Education Code* Section 41976 is allocated on the basis of average daily attendance (a.d.a.) units. The revenue limit rate, the amount of money the state reimburses the agency for each a.d.a., is established annually

by the Budget Act. Fiscal resources available to an agency are calculated on the earned number of a.d.a. units multiplied by the school district's revenue limit. For apportionment purposes, no agency will be eligible for any a.d.a. beyond its cap unless authorized by the State Legislature.

An earned unit of a.d.a. consists of 525 hours of eligible student attendance generated in approved classes between the period of July 1 and June 30, the traditional fiscal year. All attendance and budgets are based on the traditional fiscal year. Apportionments to the school district are allocated through three attendance accounting periods per year (*EC* 41601[c], 46190).

Attendance accounting procedures are carefully monitored by the CDE, and school districts are required to have their attendance accounting system approved by the CDE School Fiscal Services Division.¹ Apportionment generated by students enrolled in a laboratory setting shall be calculated by the number of minutes of student attendance. Laboratory classes do not allow for the rounding of attendance to full-hour attendance.²

The Legislature has imposed certain limits on the amount of apportionment an individual student may generate in a one-week period of time. In classes for adults a day of attendance is 180 minutes of attendance, but no student shall be credited with more than 15 clock hours of attendance per school week, proportionally reduced for those school weeks having weekday holidays on which classes are not held unless the student is enrolled in a class in elementary subjects, a class for which high school credit is given, an English class for foreigners, a class in citizenship, or a class in a trade or industrial subject (*EC* 46190).

¹ *Attendance Accounting and Reporting in California Public Schools*. Sacramento: California Department of Education, 1991.

² *Program Advisory: Apportionment Requirements for Adult Education*. Sacramento: California Department of Education, October 1, 1994.

Holders of F-1 visas may enroll in a class in English and citizenship for foreigners or a class in an elementary subject by paying only a governing board-approved fee that covers but does not exceed the actual cost of instruction. Their attendance hours are not eligible for apportionment purposes (*EC 52613*).

For apportionment purposes independent study is limited to classes leading to a high school diploma (*EC 46300.4*).

Excused student absences are not counted for apportionment purposes in any adult education program area. No high school or unified school district shall report a.d.a. for state apportionment in classes that are not located in facilities that are clearly identified to ensure that attendance in such classes is open to the general public. Exceptions apply to state hospital residents, adults with disabilities, and prisoners (*EC 52517[2]*).

No apportionment for any class may be allowed if the school district receives full compensation from any public or private agency, individual, or group of individuals (*EC 52517[1]*).

References

Education Code sections:

41601	Reports of average daily attendance
41976	Adult education; authorized classes and courses; apportionment
41976.2	Independent study programs; funding
41976.5	Summer school programs; substantially handicapped persons or graduating high school seniors
46190	Day of attendance and maximum credit
46300.4	Independent study pupils; eligible course work
52517	No adult classes if funds from improper sources or if classes not open to general public
52523	Adult education as supplement for high school curriculum; criteria
52612	Tuition for adult classes; exceptions; sale of textbooks
52613	Nonimmigrant aliens; classes in English and other subjects; costs; exclusion of F-1 visa students from apportionment

Attendance Accounting and Reporting in California Public Schools.
Sacramento: California Department of Education, 1991.

Program Advisory: Apportionment Requirements for Adult Education.
Sacramento: California Department of Education, October 1, 1994.

**Adult Education
Classes and
Programs
Authorized for
Apportionment**



Educational agencies, school districts, and county superintendents of schools are authorized to offer programs that may be funded through state apportionment. Options include adult programs in parenting and parent cooperative preschools; elementary and secondary basic skills and other courses and

classes required for a high school diploma or preparation classes for taking the *General Educational Development* test; English as a second language; citizenship; programs for adults with disabilities; short-term vocational training; classes for older adults; apprenticeship training; and classes in home economics and health and safety education (*EC 41976*).

A course of study in each adult school is subject to the approval of the CDE (*EC 51056*). No state funds for adult education shall be apportioned to any school district unless the courses have been approved by the CDE (*EC 52515*). The State Superintendent of Public Instruction shall establish course approval criteria and procedures for securing course and program approvals (*EC 52506*). For course approval all adult schools are required annually to submit to the CDE a list of titles of classes to be offered in the authorized program areas. The CDE's approval of the list is required; authorized apportionment course titles are listed in the Adult Education Course Approval System (A-22), which can be found on the CDE Web site at <http://www.cde.ca.gov/sp/ae/ga/a22.asp>.

Whenever the governing board of a school district that maintains an adult school or classes for adults is unable to maintain the school or classes within the district because of the district's lack of facilities or its inability to secure a teacher or teachers, the board may, with the approval of its respective county superintendent of schools and the State Superintendent of Public Instruction, maintain the school or classes of the district elsewhere than within the district or contract with the governing board of another district for the instruction of students in such a school or classes (*EC 52511*).

Education Code sections:

41976	Adult education; authorized classes and courses; apportionment
41976.1	Adult education courses and classes; funding
41976.2	Independent study programs; funding
51056	Preparation of courses for adult schools
52506	Basis for apportionment; development of standards
52511	Inability to maintain instruction for adults in district
52515	Apportionment of state funds for approved courses in adult schools
52516	Establishment of prescribed course in elementary subjects

- 52517 No adult classes if funds from improper sources or if classes not open to general public
- 52518 No adult classes in dancing or recreational physical education supported by State School Fund

Parent Education



Parent education programs are provided for parents, prospective parents, and other persons assuming parental roles to help them develop skills and attitudes that promote the healthy development of children and healthy family relationships.³

Adult programs in parenting may include classes in child growth and development, parent-child relationships, and other parenting-related topics. In parent cooperative classes, experiences are structured so that parents and children learn together.

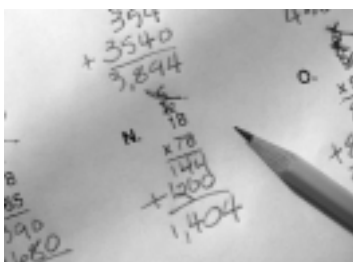
References

Education Code sections:

- 41976(a)(1) Adult education; authorized classes and courses; apportionment
- 46190 Day of attendance and maximum credit

“Adult Education,” in *Fact Book 2004: Handbook of Education Information*. Sacramento: California Department of Education, 2004, pp. 77–79.

Elementary and Secondary Basic Skills



The governing board of any school district maintaining an adult school, with the approval of the CDE, has the authority to establish a prescribed course in elementary subjects appropriate to the needs of adults (*EC* 52516).

Adult programs may offer classes in elementary and secondary basic skills and other courses and classes required for a high school diploma. Apportionment for these courses may be generated only for students who do not possess a high school diploma; exceptions apply to remedial academic courses or classes in reading, mathematics, and language arts.

No fee may be charged for a class designated by the governing board as a class for which high school credit is granted when the person taking the class does not hold a high school diploma (*EC* 52612).

No charge of any kind shall be made for a class in an elementary subject except when a student is a nonimmigrant alien. Furthermore, the attendance of a nonimmigrant alien cannot be included for apportionment purposes (*EC* 52613). The total fees required and revenues derived from the average

³ *Fact Book 2004: Handbook of Education Information*. Sacramento: California Department of Education, 2004. <http://www.cde.ca.gov/re/pn/fb>.

daily attendance shall not exceed the estimated cost of all such classes (EC 52612).

References

Education Code sections:

- 41976(a)(2) Adult education; authorized classes and courses; apportionment
- 52516 Establishment of prescribed course in elementary subjects
- 52612 Tuition for adult classes; exceptions; sale of textbooks
- 52613 Nonimmigrant aliens; classes in English and other subjects; costs; exclusion of F-1 visa students from apportionment

English as a Second Language



Adult education programs in English as a second language (ESL) are authorized for apportionment (EC 41976[a][3]). These classes include all levels of ESL and vocational ESL. A high school district shall establish adult classes in English upon receipt of applications from 20 or more persons older than eighteen

years of age who reside in that district and who cannot speak, read, or write the English language to a degree of proficiency equal to that required for the completion of grade eight (EC 52540). The board may establish such classes without demand and with fewer than 20 students (EC 52542).

The classes must be held at least twice per week for a two-hour period (EC 52543). If the enrollment in any class falls to ten or fewer for a one-month period, the governing board may discontinue the class for that year (EC 52544).

References

Education Code sections:

- 41976(a)(3) Adult education; authorized classes and courses; apportionment
- 52540 Establishment upon demand
- 52541 Time of application
- 52542 Establishment without demand
- 52543 Scheduling of classes
- 52544 Discontinuance of classes

Programs for Immigrants



Adult education programs for immigrants include educational services in citizenship, English as a second language, and workforce preparation classes in the basic skills of speaking, listening, reading, writing, mathematics, decision making and problem solving, and other courses required for preparation

to participate in job-specific technical training (EC 41976[a][4]). In counties

in which the U.S. district courts are located, the superintendent of schools of the county or city shall obtain monthly from the clerk of the U.S. district court the names and addresses of all persons who have filed their declarations of intention to become citizens of the United States or their petitions for naturalization (*EC 52550*).

The county or city superintendent, after obtaining the names and addresses of the applicants, shall send a written or printed notice to the applicants stating the authorization of the governing board to establish classes in training for citizenship (*EC 52551*). A high school district shall establish classes in citizenship if 25 or more adults residing in the district have applied for the educational service (*EC 52552*). These classes must be offered at least twice per week for a period of three months. At the close of this period, if the enrollment falls to 10 or fewer for the month, the district may discontinue the class for that year (*EC 52556*). No charge of any kind shall be made for the class (*EC 52612*).

The course of study in training for citizenship shall consist of the teaching of U.S. history; state and community civics; the United States Constitution, with special reference to those sections of the Constitution that relate directly to the duties, privileges, and rights of the individual; and allied subjects, including English as a second language, or activities that properly prepare the applicants to understand and assume the responsibility of citizenship (*EC 52555*). Federal immigration law prohibits the issuance of F-1 visas to aliens of nonimmigrant status to pursue a course of study in publicly funded adult programs (*United States Code, Title 8, Section 1184[m]*).

References

Education Code sections:

- 41976(a)(4) Adult education; authorized classes and courses; apportionment
- 52550 Counties with U.S. district courts
- 52551 Notice to applicants
- 52552 Establishment of classes
- 52553 Time of application for classes
- 52554 Penalty for school district failing to establish classes
- 52555 Course of study
- 52556 Scheduling and discontinuance of classes
- 52612 Tuition for adult classes; exceptions; sale of textbooks

United States Code, Title 8, Section:

- 1184(m) Admission of nonimmigrants

Programs for Substantially Handicapped Persons (Adults with Disabilities)



School districts and county superintendents of schools are authorized to offer classes and courses in adult education programs for substantially handicapped persons (adults with disabilities) for purposes of apportionment from the adult education fund (EC 41976[a][5]).

With the approval of the CDE, the governing board of any school district maintaining a secondary school or the county superintendent of schools has the power to establish special classes designed to serve the educational needs of adults with disabilities. Such classes shall provide instruction in civic, vocational, literary, homemaking, technical, and general education (EC 52570).

Programs for adults with disabilities are limited to 15 hours of apportionment per week or an average of three hours per day in weeks with less than five attendance days. Additional hours may be credited for adults with disabilities enrolled in classes approved by the CDE in elementary subjects, classes for high school credit, English as a second language, citizenship, or trade and industrial subjects. Classes for this population are not required to be open to the general public. Adult education programs may provide these classes directly or through a contract with an activity center, work activity center, or sheltered workshop to provide career technical skills training. Such facilities may include those where part-time paid work or education and training are conducted and where less than minimum wage is paid (EC 8092).

Special education students enrolled in high school classes are eligible to attend a comprehensive high school until age twenty-two (EC 56026[c][4]). These students may exercise their option to leave the high school at age eighteen and enroll in adult education. Once enrolled in adult education, they do not need an individual education plan because they are considered adults.

References

Education Code sections:

8092	Authority to contract
41976(a)(5)	Adult education; authorized classes and courses; apportionment
46190	Day of attendance and maximum credit
48200	Children between ages 6 and 18 years
52570	Power of governing board and county superintendent
52571	Public school or nonprofit organization facilities
52572	Contracts with adjacent high school or district or unified school district
56026(a)(4)	Individuals with exceptional needs

**Short-Term
Vocational
Programs
with High
Employment
Potential**



Adult short-term vocational programs with a high potential for employment are authorized for adult education apportionment (*EC 41976[a][6]*). Before starting a vocational program, the school must conduct a job market survey of the labor market in the area to justify the establishment of the proposed course of study (*EC 52519*).

Every vocational or occupational training program for adults offered by a high school district or unified school district shall be reviewed every two years by the governing board to ensure that each program (1) meets a documented labor market demand; (2) does not represent unnecessary duplication of other manpower training programs in the area; and (3) shows demonstrated effectiveness as measured by the program completion and employment success of its students. These data must be documented and must show that the governing board participated in the two-year review process required for vocational and occupational training programs. Short-term vocational courses are not for the purpose of recreational or leisure-time activities (*EC 52520*).

In addition, adults may enroll in regional occupational center or program (ROCP) classes to gain workforce skills or to engage in occupational retraining or advanced career training. A regional occupational center (ROC) may operate on an individual referral basis and offer academic and personal development instruction for adult students enrolled in a career technical education course conducted by the ROC when the determination is made that such instruction is essential to ensure the employability of the adult student (*EC 52302.7*). The ROCs may be established and operated jointly and may share the enrollments and costs of career technical education instruction with adult education programs offered by school districts serving the same geographic area (*EC 52302.9*).

Any school district, community college district, or county office of education may contract with an activity center, work activity center, or sheltered workshop to provide career technical training in an adult education program for disabled persons (*EC 8092*).

The governing board of any district offering a nursing program or related program in the healing arts, either in graded classes or classes for adults, may maintain classes in such a program at hospitals located within or outside the district to provide the hospital training for the students. The governing board may use district funds to purchase liability insurance for the students (*EC 52530*).

References

Education Code sections:

- 8092 Authority to contract
- 8093 Application of structural safety provisions

- 41976(a)(6) Adult education; authorized classes and courses; apportionment
- 52300 Legislative declarations and intent
- 52301 Establishing regional occupational center or programs; multiple school districts
- 52301.5 Definitions
- 52302 Job market study; area; scope
- 52302.3 Review of career technical courses
- 52302.5 Purposes of center or program
- 52302.7 Adult students; academic and personal development instruction
- 52302.9 Joint programs with adult education programs
- 52501.5(b) Revenue expenditure
- 52519 Job market study; area; scope
- 52520 Review of program; termination
- 52530 Classes in a nursing program; insurance

California Code of Regulations, Title 5 sections:

- 11535 Definitions (vocational education contracts)
- 11537 Standards (vocational education contracts)

Programs for Older Adults



Adult schools may offer adult education classes designed specifically for the older population (*EC 41976[a][7]*). These classes provide intellectual, physical, and social stimulation. No student shall be credited with more than 15 clock hours of attendance per school week, proportionately reduced for

school weeks having weekday holidays on which classes are not held (*EC 46190*).

References

Education Code sections:

- 41976(a)(7) Adult education; authorized classes and courses; apportionment
- 46190 Day of attendance and maximum credit

“Adult Education,” in *Fact Book 2004: Handbook of Education Information*. Sacramento: California Department of Education, 2004, pp. 77–79.

Apprenticeship Programs



Classes and courses in adult education programs for apprentices are authorized to be offered by school districts and county offices of education for apportionment purposes from the adult education fund (*EC 41976[a][8]*).

California has provisions for apprenticeship programs funded separately from the adult education vocational and occupational training and ROCPs. Such programs are approved, funded, and operated in cooperation with the Division of Apprenticeship Standards in the Department of Industrial Relations, the California Apprenticeship Council, and the CDE (*EC 8152*).

References

Education Code sections:

8150	Attendance report
8151	Exemption from interdistrict attendance agreement
8152	Reimbursement for teaching
8153.5	Classes of related and supplemental instruction; funding; requirements
8154	Review of state funding levels; insufficient or excess appropriations
8155	Joint apprenticeship training council and local educational agencies; agreements; model formats
8156	Transfer of funds from one section of State School Fund to another
41976(a)(8)	Adult education; authorized classes and courses; apportionment
52612	Tuition for adult classes; exceptions; sale of textbooks

Programs in Home Economics



Classes and courses in adult education programs for home economics are authorized to be offered by school districts and county offices of education for apportionment purposes from the adult education fund (*EC 41976[a][9]*).

Classes in home economics prepare students for entry into home occupational areas and help adults meet the challenges of daily living. Home economics courses for adults may include food preparation and nutrition, consumer economics and personal finances, clothing construction and textile design, and decorative home arts.

References

Education Code sections:

41976(a)(9) Adult education; authorized classes and courses; apportionment

46190 Day of attendance and maximum credit

“Adult Education,” in *Fact Book 2004: Handbook of Education Information*. Sacramento: California Department of Education, 2004, pp. 77–79.

Programs in Health and Safety Education



Classes and courses in adult education programs for health and safety education are authorized to be offered by school districts and county offices of education for apportionment purposes from the adult education fund (*EC* 41976[a][10]).

Instruction in health and safety relate to the positive aspects of maintaining physical, mental, and emotional well-being. Program areas include health, nutrition, fitness, accident and disease prevention, and recreational and personal safety.

Health and safety education programs offered for adults in correctional facilities shall meet the requirements of instruction on HIV and AIDS prevention; personal and public health and safety, including first aid and sexually transmitted diseases; and the effects of tobacco, alcohol, narcotics, and other dangerous drugs (*EC* 41840).

References

Education Code sections:

41840 Qualification of courses; average daily attendance claims for apportionment purposes

41976(a)(10) Adult education; authorized classes and courses; apportionment

46190 Day of attendance and maximum credit

51202 Instruction in personal and public health and safety

51203 Instruction on alcohol, narcotics, and restricted dangerous drugs

51934 Pupils in grades 7 through 12; required courses in HIV/AIDS prevention

County Correctional Education Programs



The County Board of Supervisors or the county office of education may establish classes for adults in correctional facilities for the purpose of providing instruction in civic, vocational, literacy, health, homemaking, technical, and general education (*EC* 1900). In addition, the sheriff or other official in charge of county correctional facilities may provide for the rehabilitation

of prisoners. Such rehabilitation shall emphasize education and vocational training (*EC* 1905). With the approval of the county superintendent of schools, any school district maintaining secondary schools may establish classes in correctional facilities.

Funds (or entitlements) are appropriated to maintain classes for adults in correctional facilities pursuant to *Education Code* Section 1909. The entitlement is based on actual expenses of the program and may not exceed the yearly statewide revenue limit per a.d.a. for classes. Entitlements are calculated by multiplying a.d.a. by 80 percent and adding such factors as growth and any cost of living allowance (COLA). Growth is limited to no more than 2.5 percent in a.d.a., and the COLA and growth are awarded pursuant to Budget Act line item 6110-158-0001. The awarding of a COLA and an adjustment for growth from one fiscal year to the next is not guaranteed.

Any new program offered in a correctional setting has a cap of 20 a.d.a. (*EC* 41841.8). Local educational agencies (LEAs) that report 20 or fewer a.d.a. may be granted funding of up to 20 additional a.d.a. County offices of education and LEAs should note that entitlement calculations for this program are completed when all program participants have submitted their a.d.a. and costs data to the CDE School Fiscal Services Division. Payments for this program are allocated approximately 12 months in arrears, and pay warrants are sent approximately three weeks after completion of the entitlement calculations. Pay warrants are mailed to the county offices of the treasurer; they are not sent to the LEAs or county correctional facilities.

To be eligible for apportionment, all courses and classes operated for adults in county jails or detention facilities must meet the CDE's Adult Education Course Approval System (A22) criteria required of all adult education courses. The State Superintendent of Public Instruction shall, by rules and regulations, establish minimum standards for the conduct of the schools or classes, including, but not limited to, class size, attendance requirements, and requirements concerning records to be kept and reports to be submitted.

For attendance purposes, the term *adult* means any prisoner confined in any county jail, county honor farm, county industrial farm, county or joint-county road camp, or community-based correctional program (*EC* 1903[a]). In classes for adults in any county jail or correctional facility, a day of attendance is 180 minutes in length. Pupils in such classes shall not receive credit for more than one day of attendance for any calendar day, nor shall those pupils receive credit for more than 15 clock hours of attendance during any school week, with noted exceptions (*EC* 46191).

Independent study is allowed as a method of instruction only for high school subjects and for diploma completion programs. No student in independent study in a county correctional facility shall receive credit for more than one day of attendance during any calendar day (*EC* 46191).

All inmates enrolled in a diploma completion program must meet state and district graduation requirements, including one year of Algebra I

(EC 51224.5). All decisions that govern the requirement to pass the *California High School Exit Examination* also apply to the inmates enrolled in diploma completion programs (EC 60851). The governing board of any school district maintaining an adult school shall prescribe requirements for the granting of diplomas (EC 52509).

For vocational programs a job market study must be conducted by the school district maintaining the vocational class to verify that the classes match the community job needs. This study must be reviewed every two years to document labor-market demand and to demonstrate the program's effectiveness as measured by the rate of program completion and the employment success of the students (EC 52302, 52302.3).

References

Education Code sections:

1900	Establishment and maintenance of classes
1901	Diplomas, certificates
1902	Saturday classes
1903	Adult
1904	Computation of allowance; standards
1905	Rehabilitation of prisoners
1906	Directive ordinances
1907	Alternative classes or schools
1908	General fund transfers to school service fund
1909	Allowances; computation
1909.5	Law governing calculations under computation of allowance provision
41840	Qualification of courses; average daily attendance claims for apportionment purposes
41841.5	State aid; adult education classes; correctional facility inmates; standards for conduct of classes
41841.6	Conditions for allocation of funds and calculation of average daily attendance
41841.8	School districts not maintaining correctional facility adult classes in fiscal 1993-94; first year apportionment maximum
42238.1	Inflation adjustment; operative date of section
46190	Day of attendance and maximum credit
46191	Day of attendance and maximum credit for adults in correctional facilities
51224.5	Algebra requirement
52302.3	Review of career technical courses
52508	Diplomas or certificates

52509	Requirements for granting diplomas
52514	No minors in classes at adult state institutions
52515	Apportionment of state funds for approved courses in adult schools
52517	No adult classes if funds from improper sources or if classes not open to general public
52616	Adult block entitlement; adult education fund
52616.4	Expenditures from Adult Education Fund; transfer of revenues deposited in fund; violations
52616.6	Correctional facility classes for adults
60851	Successful completion of test as requirement for graduation; effective date of requirement; waiver; time for taking examination; results; supplemental instruction

Concurrent Enrollment of High School Students



Adult schools are established to provide classes for adults (5 CCR 10524). However, certain adult education classes may supplement and enrich a high school pupil's educational experience. High school students may enroll concurrently in adult education secondary classes to make up deficient credits

needed for graduation. The adult education program shall not be used to supplant the regular high school curriculum for high school students enrolled in adult education classes. No course required by the school district for high school graduation or necessary for pupils to maintain satisfactory academic progress shall be offered exclusively through the adult education program (EC 52523). A maximum of 10 percent of a district's a.d.a. for grades nine through twelve is allowed for concurrent enrollment apportionment at the adult school (EC 52616.17[e]).

The enrollment of concurrent students requires written documentation of a counseling session between a certificated representative of the high school and the pupil's parent, guardian, or caregiver. A school record of the session shall include a statement that the pupil is voluntarily enrolling in the adult education program and that the program will enhance the pupil's progress toward meeting the educational requirements for graduating from high school (EC 52500.1). High school students may attend adult education classes after having attended the regular school day, as defined by the local governing board (EC 48200).

High school students also may enroll in adult classes to gain vocational and technical skills beyond those attainable through the regular high school curriculum or to supplement or enrich their educational experience. A high school pupil shall not be enrolled for apportionment purposes in an adult class that would be considered physical education; driver training and education; visual and performing arts, including band; school yearbook or

newspaper; training for athletic camps; student government; or extracurricular student clubs (*EC 52523*).

References

Education Code sections:

- 48200 Children between ages 6 and 18 years
- 51747.5(b) Coordination, evaluation, and supervision of independent study; apportionment credit
- 52500.1 Eligibility of high school pupils for enrollment in adult education programs, courses, and classes; conditions
- 52523 Adult education as supplement for high school curriculum; criteria
- 52616.17 Authorized limit of adult education average daily attendance; determination

California Code of Regulations, Title 5, Section:

- 10524 Attendance and enrollment

Course-Approval Procedures



A course of study for each adult school shall be prepared under the governing board of the district maintaining the adult school and shall be subject to approval of the CDE if those classes are offered for state apportionment (*EC 51056*). No state funds shall be apportioned to any district for students enrolled

in adult schools unless the courses have been approved by the CDE (*EC 52515*).

Course outlines for apportionment classes shall contain the following information:

- Goals and purposes
- Performance objectives or competencies
- Instructional strategies
- Units of study and the approximate hours allotted for each unit
- Evaluation procedures
- Repetition policy

The State Superintendent of Public Instruction is required to establish procedures for adult schools to secure course and program approval (*EC 52506*). Adult schools request course approval through the A-22 form, which is on the CDE Web site at <http://www.cde.ca.gov/sp/ae/ga>. Agencies must annually submit to the CDE a list of their course titles and must amend the A-22 as new classes are added.

Agencies interested in offering a course not listed in the data bank of the Course Approval System may ask for the addition of the course by contacting the CDE Adult Education Office. Course outlines in all classes offered

for apportionment shall be on file and available for review at the adult school or the district office (5 CCR 10508).

References

Education Code sections:

- 51056 Preparation of courses for adult schools
- 52506 Basis for apportionment; development of standards
- 52515 Apportionment of state funds for approved courses in adult schools
- 52516 Establishment of prescribed course in elementary subjects

California Code of Regulations, Title 5, sections:

- 10508 Records and reports

**Monitoring of
School District
Compliance
by the Adult
Education Office**



The adult education fund is a categorical fund that is required by state law to be monitored by the CDE to verify school districts' compliance with the provisions of the *Education Code* and the *California Code of Regulations, Title 5* (EC 52522.2). The monitoring is carried out by the CDE Adult Education Office.

Detailed information regarding the monitoring process can be found on the CDE Web site at <http://www.cde.ca.gov/ta/cr/cc>.

Reference

Education Code Section :

- 52522.2 Monitoring of school district compliance regarding programs and funding requirements; report

Adult Education Enrollment Age Requirements

Persons in California between six and eighteen years of age are subject to compulsory full-time regular school attendance (*EC* 48200). Persons eighteen years of age and older are eligible to enroll in adult education programs. Also eligible are (1) minors, regardless of age, who are pregnant or are actively engaged in the parenting of his or her child or children (*EC* 52610.5); (2) high school students who are eligible for enrollment in adult education programs (*EC* 52500.1); and (3) students who are exempt from compulsory continuation education as prescribed by law (*EC* 48410). Emancipated minors are considered adults and may enroll in any adult school or college in accordance with the eligibility rules of the institution. During their period of expulsion, expelled students may not enroll in any other school or school district except a county or district community day school or a juvenile court school (*EC* 48915.2[a]).

References

Education Code sections:

48200	Children between ages 6 and 18 years
48410	Persons exempted from continuation classes
48915.2(a)	Expelled pupil; enrollment during and after period of expulsion
52500.1	Eligibility of high school pupils for enrollment in adult education programs, courses, and classes; conditions
52523	Adult education as supplement for high school curriculum; criteria
52610	“Adult” for purposes of crediting attendance from State School Fund
52610.5	Minors; pregnant or parent actively engaged in raising children; eligibility for enrollment in parenting course or class

Family Code Section:

7000–143	Emancipation of Minors Law
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Community Service Classes

The California Legislature has made provisions for local educational agencies to establish classes that are supported through fees, grants, or contracts.

The governing board of any school district maintaining secondary schools is authorized, without the approval of the CDE, to establish community service (fee-based) classes. These classes shall be designed to provide instruction and contribute to the physical, mental, moral, economic, or civic development of those enrolled (*EC 51810*). Community service classes shall be open for the admission of adults and of minors who, in the judgment of the governing board, may profit from the classes (*EC 51811*). The governing board determines the length of time and the days or evenings that these classes are held. The governing board has the authority to grant certificates in such classes (*EC 51812–13*).

Attendance in community service classes shall not be reported to the CDE for apportionment. No apportionment from state funds shall be made to establish or maintain such classes (*EC 51814*). The district's governing board may charge student fees, which are not to exceed the cost of maintaining the classes. Remuneration may be made through a contract, or funds may be obtained through contributions or donations of individuals or groups (*EC 51815*).

No charge of any kind shall be made for a class in English and citizenship for foreigners or a class in an elementary subject. No fee shall be charged for a class designated by the governing board as a class for which high school credit is granted when the class is taken by a person who has not obtained a high school diploma (*EC 52612*).

References

Education Code sections:

51810	Establishment by governing board
51811	Admission
51812	Scheduling of classes
51813	Recognition of accomplishment
51814	No apportionment from state funds
51815	Expenses
52612	Tuition for adult classes; exceptions; sale of textbooks

County-Administered Adult Education Programs

The county office of education (COE) may administer an adult education program on behalf of eligible secondary school districts within the county's jurisdiction (*EC 52616.21*). Collaboration of this kind may benefit small districts operating in sparsely populated and geographically isolated areas.

The State Superintendent of Public Instruction shall make apportionments to a county office of education administering an adult education program if the following conditions are met:

- a. The COE must have a current, written delineation agreement with a community college located in the geographic area in which the adult education program is offered.
- b. The attendance of students reported is the attendance of students who were engaged in educational activities required of them under the immediate supervision and control of a certificated employee of a school district that is under the jurisdiction of the COE.
- c. The COE must serve an area of large geographic expanse that is isolated and sparsely populated.
- d. The a.d.a. reported is for only the school districts that have agreed to participate in the county-administered adult education program.
- e. At least 5 percent of the a.d.a. reported by the school districts served by the COE must be attributed to the school districts participating in the county-administered adult education program.

The CDE Adult Education Office will review applications for county-administered adult education programs and will make recommendations to the State Superintendent of Public Instruction for approval or denial of the application.

Reference

Education Code Section:

52616.21 Apportionments for administration; county education offices; conditions

Independent Study

The term *independent study* means an alternative to classroom instruction that is available conditionally as an optional instructional strategy consistent with the district's course of study (5 CCR 11700[c]). This instructional option is offered within the a.d.a. cap of the program. Any adult student enrolled in independent study shall not be credited with more than one day of attendance per calendar day. One day of attendance for adults is equal to 180 minutes (EC 46190). School districts and COEs may claim apportionment credit for independent study only to the extent of the time value of students' work products as judged by a certificated teacher (EC 46300).

The use of the independent study instructional strategy in adult education is optional for schools (EC 41976.2). No course required for high school graduation shall be offered exclusively through independent study (EC 51745).

A school district or county office of education shall not be eligible to receive apportionments for independent study pupils, regardless of age, unless it has adopted written policies, pursuant to the rules and regulations adopted by the State Superintendent of Public Instruction (EC 51747).

Independent study apportionment is restricted to courses that meet the minimum requirements for a high school diploma or any course required by a school's governing board as a prerequisite to high school graduation. Adult students may receive attendance credit for course work they are pursuing through independent study that is eligible for apportionment only if the course work is for one or more of the courses required in grades nine through twelve for graduation. Other adult education program areas do not receive apportionment through independent study (EC 46300.4).

For a comprehensive presentation of independent study implementation, operation, and accounting procedures, refer to the *Independent Study Operations Manual*.⁴

References

Education Code sections:

41976.2	Independent study programs; funding
46190	Day of attendance and maximum credit
46300	Method of computing average daily attendance
46300.2	Community school and independent study a.d.a. apportionment of funds; residence requirements

⁴ *Independent Study Operations Manual*. Sacramento: California Department of Education, 2000.

- 46300.4 Independent study pupils; eligible course work
- 51745 Independent study authorized; curriculum; restrictions
- 51746 Services and resources
- 51747 Apportionments for independent study by pupils; policy requirements
- 51747.5 Coordination, evaluation, and supervision of independent study; apportionment credit
- 51748 Written records for apportionments
- 51749 Statewide profile of independent study pupils

California Code of Regulation, Title 5, sections:

- 11700 Definition (independent study)
- 11701 District responsibility
- 11701.5 Equitable provision of resources and services
- 11703 Records

Education Programs and Courses of Study

The governing board of every school district shall prepare and keep on file for public inspection the courses of study prescribed for the schools under its jurisdiction (*EC 51040*). Any revised educational program shall conform to the legal requirements (*EC 51041*). The governing board of every school district shall evaluate its educational program and shall make revisions as it deems necessary (*EC 51041*).

Classes for adults shall conform to any course of study and graduation requirements otherwise imposed by law or under the authority of law (*EC 52504*). A course of study for each adult school shall be prepared under the direction of the governing board of the district maintaining the adult school and shall be subject to approval of the CDE (*EC 51056*).

References

Education Code sections:

51040	Prescribed courses
51041	Educational program
51056	Preparation of courses for adult schools
52504	Adult classes must conform to legal requirements

California Code of Regulations, Title 5, Section:

10508(b)	Records and reports
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Education Program Definitions



The following terms appear throughout the *Education Code* and apply to adult education programs as well as to programs in kindergarten through grade twelve:

class. An organized group of pupils, within a school, who are pursuing a particular course, subject, or activity (*EC 51016*).

common state curriculum. The basic curriculum, prescribed by the proper authority for all elementary and secondary schools (*EC 51012*).

course. The instructional unit of an area or organized field of knowledge, usually provided on the basis of a semester, a year, or another prescribed length of time (*EC 51015*).

course of study. The planned content of a series of classes, courses, subjects, studies, or related activities (*EC 51014*).

curriculum. The courses of study, courses, subjects, classes, and organized group activities provided by a school (*EC 51013*).

educational program. The entire school-sponsored offering for the pupils of a district, including in-class and out-of-class activities (*EC 51011*).

goal. A statement of broad direction or intent, general and timeless and not concerned with a particular achievement within a specified time period (*EC 51020*).

governing board. The board of education or governing board of any county, city and county, city, or district that has the duty to prescribe the course of study for the schools under its jurisdiction. (*EC 51017*).

objective. A devised accomplishment that can be verified within a given time and under specifiable conditions and which, if attained, advances the system toward a corresponding goal (*EC 51021*).

philosophy. A composite statement of the relationship between the individual and society, based on beliefs, concepts, and attitudes from which the goals and objectives of the district are derived (*EC 51019*).

school year. The legal definition of a school year is July 1 through June 30. This determines the starting date of new academic or other legislative requirements for a school year, unless otherwise stated (*EC 37200*).

State Board. The State Board of Education (*EC 51018*).

References

Education Code sections:

51010–21 Article 2, Definitions

Language of Instruction



English shall be the basic language of instruction in all California schools. The governing board of any school district, community college district, or private school may determine when and under what circumstances instruction may be given bilingually. The state's policy is to ensure the

mastery of English by all pupils, provided that bilingual instruction (as defined in *EC 30.5*) is offered when such instruction is educationally advantageous to the pupils. Bilingual instruction is authorized to the extent that it does not interfere with the systematic, sequential, and regular instruction of all pupils in the English language (*EC 30*).

References

Education Code sections:

30 Language of instruction

30.5 Bilingual education

Diploma Options

This section discusses general diploma requirements and diploma options.

General Diploma Requirements



Governing boards have the authority to grant appropriate credits, certificates, diplomas, or other recognition of skill or accomplishment in adult classes (*EC 52507*). No diploma, certificate, or other document conferred upon a pupil as evidence of his or her completion of a prescribed course of study or training shall

bear any distinctive marking or wording indicating that the pupil was placed within a particular classification on the basis of his or her intellectual or mental capacity. A diploma, certificate, or other document may, however, indicate that the holder maintained exceptionally high grades or completed with honors his or her course of study. Governing boards may publicize such information (*EC 51410*).

No diploma, certificate, or other document, except transcripts and letters of recommendation, shall be conferred on a pupil as evidence of completion of a prescribed course of study or training or of satisfactory attendance unless the pupil has met the standards of proficiency in basic skills prescribed by the governing board of the high school district or its equivalent (*EC 51412*).

References

Education Code sections:

51410	No indication of intellectual classification
51412	Standards of proficiency in basic skills
52507	Recognition of accomplishment

Elementary School Diploma



The governing board of a high school district or a unified school district has the authority to award diplomas or certificates to adults and eligible minors enrolled in adult schools upon their satisfactory completion of a prescribed course of study in an elementary school program (*EC 52508*). The governing board of any

school district maintaining an adult school shall prescribe the requirements for the granting of diplomas (*EC 52509*). The governing board of each district maintaining an adult school and offering an elementary program shall prescribe requirements for eighth grade graduation from the adult school (*EC 52510*).

The governing board of any school district maintaining elementary schools may provide for the conferring of diplomas of graduation, by examination, and may issue diplomas of graduation from the elementary schools of the district and from special day and evening classes of elementary grade maintained by the district (*EC 51400*).

References

Education Code sections:

51400	Diploma issuance by examination; exceptions
52508	Diplomas or certificates
52509	Requirements for granting diplomas
52510	Requirements for 8th grade graduation

High School Diploma



The California *Education Code* specifies a minimum set of courses required for high school graduation, a minimum that school districts have the authority to augment with additional requirements. Content standards and frameworks have been adopted by the State Board of Education for the courses of study in kindergarten through grade twelve. Local educational agencies are encouraged to use the content standards and frameworks to design the specific curricular and instructional strategies that best deliver the content to the students. All students receiving a diploma of graduation from high school must complete all the following courses while in grades nine through twelve (*EC 51225.3[a]*):

- Courses in the subjects specified, each course having a duration of one year, unless otherwise specified:
 - Three courses in English
 - Two courses in mathematics, including one year of Algebra I beginning with the 2003-04 school year (*EC 51224.5*)
 - Two courses in science, including biological and physical sciences
 - Three courses in social studies, including United States history and geography; world history, culture, and geography; a one-semester course in American government and civics; and a one-semester course in economics
 - One course in visual or performing arts or a foreign language (For the purposes of satisfying the requirement specified by the *Education Code*, a course in American Sign Language shall be deemed a course in a foreign language.)
 - Two courses in physical education, unless the pupil has been exempted pursuant to the provisions of the *Education Code*
- Other course work specified by the governing board of the school district

Beginning with the 2005-06 school year (July 1 through June 30), every student in California public high schools must pass an exit exam to receive a high school diploma (*EC* 60850–59, 5 *CCR* 1200–25).

Specific high school diploma course information is as follows:

Algebra I: Commencing with the 2003-04 school year and each year thereafter, at least one course, or a combination of the two courses in mathematics required for a high school diploma, shall meet or exceed the rigor of the content standards for Algebra I as adopted by the State Board of Education (*EC* 51224.5, 60605).

American government: The minimum set of historical documents that all students must read and be taught as a part of the course in American government and civics is as follows:

- a. The Declaration of Independence
- b. The United States Constitution, including the Bill of Rights
- c. Substantive selections from the Federalist Papers
- d. The Emancipation Proclamation
- e. The Gettysburg Address
- f. George Washington’s Farewell Address

Physical education: The governing board of any school district or the county office of education of any county may grant permanent exemption from courses in physical education if the pupil is sixteen years of age or older and has been enrolled in grade ten for one academic year or longer or is enrolled as a postgraduate pupil.

Veterans Diploma



Under certain circumstances and subject to regulations prescribed by the State Board of Education, certain veterans who did not complete high school prior to enlistment in the military may (and, in some cases, shall) be eligible for a diploma of graduation.

References

Education Code sections:

51224.5	Algebra requirement
51225.3(a)	Requirements for graduation commencing with 1988-89 school year
51230	American government and civics course; requirements
51241(c)(1)(2)	Temporary or permanent exemption from physical education
51440	Evaluation and credit toward high school graduation and granting diploma to certain veterans and servicemen
51441	Granting high school diploma to certain veterans

51442 “Veteran”
60605 Statewide academically rigorous content standards
60850–59 Chapter 9, High School Exit Examination

California Code of Regulations, Title 5, sections:

1200–25 *California High School Exit Examination*

Certificates of High School Equivalency and Proficiency

A Certificate of High School Equivalency or a Certificate of Proficiency may be attained through the successful completion of the *General Educational Development (GED)* test or the *California High School Proficiency Examination (CHSPE)*, respectively. Requirements and other details are discussed in this section.

General Educational Development Test



The State Superintendent of Public Instruction shall issue a Certificate of High School Equivalency and an official score report, or an official score report only, to any person who has not completed high school and who meets all of the following requirements:

- Resides in California or is a member of the armed services assigned to duty in California
- Has taken all or a portion of a State Board-approved *GED* test, administered by a testing center approved by the CDE, with a score determined by the State Board to be equal to the standard of performance expected from high school graduates
- Is eighteen years of age or older or would have graduated
- Is within 60 days of his or her eighteenth birthday (regardless of school enrollment status) (*EC 51420*)

For a person to be eligible to take a *GED* test, any of the following conditions must apply. He or she must:

- Be within 60 days of the date he or she would have graduated from high school had he or she remained in school and followed the usual course of study (Please note that examinees testing under this criterion may *not* be enrolled in school.)
- Be seventeen years of age, have an absence from school of at least 60 consecutive school days, and provide a letter of request for the test from the military, a postsecondary educational institution, or a prospective employer
- Be seventeen years of age, be incarcerated in a California state or county correctional facility, and meet all the following criteria:
 - Lack a realistic chance of completing the requirements for a high school diploma.

- Have adequate academic skills to successfully complete the *GED* test battery.
- Understand (1) the options available to acquire a high school diploma, Certificate of High School Equivalency, or Certificate of High School Proficiency; and (2) the requirements, expectations, benefits, and limitations of each option.
- Have sufficient commitment time left to complete the entire *GED* test battery. (However, if released before the test is completed, the examinee may complete testing at an authorized testing center.)

Persons who pass the *GED* test at age seventeen will not receive the equivalency certificate until their eighteenth birthday. In such cases a letter of intent is issued, stating that the certificate is being held pending the examinee’s eighteenth birthday (5 *CCR* 11532).

A Certificate of High School Equivalency shall be deemed a high school diploma for the purpose of meeting the requirements of employment by all state and local public agencies (*EC* 51425).

References

Education Code sections:

- 51420 Requirements for eligibility
- 51425 Certificate deemed high school diploma

California Code Regulations, Title 5, sections:

- 11530 Definitions
- 11532 Eligibility to take a *GED* test

California High School Proficiency Examination



Through the *CHSPE* any person who is sixteen years of age or older or who has been enrolled in grade ten for at least one academic year or who will complete one academic year of enrollment in grade ten at the end of the semester during which the next regular examination will be conducted

may have his or her proficiency in the basic skills taught in public high schools verified in accordance with CDE-established criteria. The State Board shall award a Certificate of Proficiency to persons who demonstrate such proficiency. The Certificate of Proficiency shall be equivalent to a high school diploma, and the CDE shall keep a permanent record of the issuance of all the certificates (*EC* 48412[a]).

Reference

Education Code Section:

- 48412 Certificate of proficiency; examination fees

Adult Education Innovation and Alternative Instructional Delivery

The State Superintendent of Public Instruction may approve a school district's plans for adult education innovation and alternative instructional delivery. Approved agencies may expend up to 5 percent of their adult block entitlement for innovative and alternative instructional delivery programs that reach adults who might not otherwise attend adult education programs. School districts applying for approval must demonstrate how the needs of adults will be addressed through the use of such strategies as distance learning, use of video and other communication technologies; work site instruction in adult basic education skills; and home-based and community-based independent study, using instructional technologies (*EC 52522*).

School districts approved to implement such programs shall report their expenditures to the CDE in the form of an annual fiscal report. Funds reported for this purpose and approved by the CDE shall continue to be allocated as a part of the districts' adult block entitlements in subsequent years (*EC 52522[c]*).

Because county correctional programs claim apportionment from the Adults in Corrections provision of the Budget Act, line item 6110-158-0001, they are ineligible for this program. Their funding is not included in the adult block grant entitlement (*EC 52522[b]*).

The State Superintendent shall adopt rules and regulations for allowable expenditures, the range of expenditures per pupil enrolled in the program, reporting requirements, and program evaluation (*EC 52522*).

References

Education Code Section:

52522(a)(b)(c) Plans for adult education innovation and alternative instructional delivery; approval by Superintendent of Public Instruction; expenditures; rules and regulations

California Code of Regulations, Title 5, sections:

10610 Reporting requirements

10615 Program evaluation

Counseling, Guidance, and Records

The program administrators, counselors, and teachers of each school district maintaining adult schools and classes for adults shall keep records and make reports as required by the CDE Adult Education Office. The records shall be subject to inspection (5 CCR 10508).

The principal of each school, or a certificated designee, shall be responsible for the implementation of board and district policies relating to pupil records maintained at any school (5 CCR 431[b]). The maintenance of records to meet audit requirements is the responsibility of the school district or the county office of education.

Each class for adults shall be maintained in connection with the school furnishing the administrative counseling, guidance, and supervisory services for classes (5 CCR 10560[a]).

References

Education Code sections:

49062	Records; establishment, maintenance, and destruction
49064	Log of persons and organizations requesting or receiving information
49065	Reasonable charge for transcripts; exceptions
49066	Grades; finalization; change of grade; effect of physical education class approval

California Code of Regulations, Title 5, sections:

430	Definition of pupil records
431	Responsibilities of local governing board
10508(a)	Districts shall maintain records as required by the adult education office
10508(b)	Course outlines shall be maintained and on file for review
10560(a)(c)	General (standards of administration)
11703	Records
16020–27	General provisions for maintenance and destruction of records

The California Commission on Teacher Credentialing regulates the teaching credentials that authorize service in adult education programs. Credentials may include life credentials, standard secondary credentials, credentials for designated subjects, and single- and multiple-subject teaching credentials. The credentials titled “Adult Education” list designated subjects that are based on course work or experience and authorize teachers to instruct in those specific subjects only. The credential specifies full-time (regular) or part-time (limited) service (*EC 44250–79*).

Current statutes recognize that situations may exist in which a teacher with the appropriate credential is not available. The *Education Code* provides some options for staffing adult education classes. Holders of standard early childhood education credentials or elementary, secondary, or junior college credentials (with authorization for grades eleven through fourteen only) and holders of multiple-subjects and single-subject teaching credentials are not restricted to subjects listed on the document. Assignment outside of the credential designation shall be made only with the consent of the teacher (*EC 44865*).

The holder of a valid designated-subject, full-time adult education teaching credential may serve as a substitute in classes organized primarily for adults. However, the holder shall not serve as a substitute for more than 30 days for any one teacher during the school year unless the credentialed holder is serving in the subject area authorized by his or her credential (*5 CCR 580034.5[b]*).

An emergency multiple-subjects or single-subject teaching permit may be issued to a person who has a minimum of a bachelor’s degree, verified subject-matter competence, and a passing score on the *California Basic Education Skills Test* who provides written intent to complete the requirements for a teaching credential. The employing agency must declare a need for fully qualified educators (*5 CCR 80024.1*).

Holders of designated-subjects adult and vocational education credentials are authorized to teach their specific subjects in adult classes to persons under eighteen years of age who attend classes for adults.⁵

Detailed information regarding teacher credential requirements for adult education may be found on the Web site of the Commission on Teacher Credentialing at <http://www.ctc.ca.gov/>.

⁵ *Administrator’s Assignment Manual*. Sacramento: California Commission on Teacher Credentialing, 2001, p. J-2. http://www.ctc.ca.gov/credentialinfo/manuals_handbooks.html.

Adult education programs employ teachers primarily at an hourly rate. When a teacher of adult classes serves sufficient probationary time, as outlined in the *Education Code* for eligibility for a permanent classification in the district, his or her tenure shall be for the service equivalent to the average number of hours per week he or she served during the probationary years. Notwithstanding any other provisions to the contrary, any person who is employed to teach adults for no more than 60 percent of the hours per week considered a full-time assignment for permanent employees with comparable duties shall be classified as a temporary employee. For a probationary employee, in the case of evening schools, 75 percent of the number of days the evening schools of the district are in session shall be deemed a complete school year (*EC 44929.25*).

Administrators of adult education programs are required to have an administrative credential if they supervise six or more full-time-equivalent certificated staff (*EC 44860*). Classified staff members, including instructional aides and volunteers, are subject to district and state employment rules and regulations.

References

Education Code sections:

44250	Types of credentials
44258	Permissible teaching assignments
44260	Minimum requirements for designated subjects preliminary vocational education teaching credential
44260.2	Minimum requirements for designated subjects preliminary adult teaching credential
44260.3	Minimum requirements for five-year renewal of preliminary designated subjects adult education teaching credential
44300	Emergency teaching or specialist permits; justifications; approval and denial; legislative intent; credential types; written statements by exclusive representative of certificated employees; orientation; training; pupil personnel services; application of section
44800–24	Article 1, Rights and Duties
44830–929.1	Article 2, Employment
44860	Qualification for employment as principal
44865	Qualifications for home teachers and teachers in special classes and schools; consent to assignment
44908	Complete school year for probationary employees
44929.20–.29	Article 2.7, Permanent Status
44929.25	Adult class teachers
44929.26	Adult school and day school service
44929.27	Employee’s tenure or status protection limited to one full-time position

44929.28	Employment by another district
44930–88	Article 3, Resignations, Dismissals, and Leaves of Absence
44987	Public employee organization officer; leave of absence to serve; full service credit in state teachers' retirement system
45340–49	Article 7, Instructional Aides
45349	Volunteers
51810	Establishment by governing board

California Code of Regulations, Title 5, sections:

80023.2	General requirements for the initial issuance of emergency permits
80024.1	Emergency multiple or single subject teaching permits
80034	Designated subjects credentials and programs: definition and terms
80034.5(b)	Holder of designated subjects full-time vocational education teaching credential or designated subjects full-time adult education teaching credential serving as a substitute
80036	Special requirements for and authorization of the designated subjects preliminary and clear part-time adult education teaching credential
80036.1	Specific requirements for and authorization of the designated subjects preliminary and clear part-time adult education teaching credential
80036.2	Qualifying experience and/or education for the designated subjects adult education teaching credential
80036.3	Subject classification system for designated subjects adult education teaching credentials

“Adult Education,” in *Administrator’s Assignment Manual*. Sacramento: California Commission on Teacher Credentialing, 2001, p. J-2.

Budget

Adult education is a categorically funded program. The CDE annually apportions to each district with an adult school an amount of funds based on the district’s cap for adult education multiplied by the revenue limit. The revenue limit is the amount of money that the state reimburses the agency for each unit of a.d.a. The a.d.a. cap is the maximum approved a.d.a. that the state funds for each agency. The cap is based on a formula set in 1979 plus modifications, including yearly budgetary growth allocations. The revenue limit multiplied by the a.d.a. cap equals the anticipated income, which forms the basis for the budget. Any increase in the revenue limit is legislated through the annual Budget Act and is based on a COLA. Information on a.d.a. caps and revenue limits for individual adult schools is available on the CDE Web site at <http://www2.cde.ca.gov/principalapp/>.

Adult schools’ annual budgets are based on state apportionment funds, fees, and federal, local, or private grant funds. No fees may be charged for classes in adult basic education, adult secondary education, or English or citizenship for foreigners (EC 52612). Districts must establish and maintain a separate fund for all adult school transactions, and the funds may be spent only on appropriate adult education expenses. Income from other district funds may not be used for adult education (EC 52501.5, 52616). To ensure that adult education funds are spent efficiently and effectively, adult education program administrators should work closely and cooperatively with their business office or manager in all budgeting matters. To achieve compliance, administrators must adhere to the mandated definitions, instructions, and procedures contained in the *California School Accounting Manual (CSAM)*.⁶

Apportionments to the district are allocated on the basis of three accounting periods per year. School district attendance data are used to allocate funds on the basis of the “First Period” report, a report on the first principal apportionment (P-1) of a.d.a. generated by students during the period of July 1 through December 31. The “Second Period” report covers the second principal apportionment (P-2), from July 1 through April 15. The Annual Report covers the period of July 1 through June 30.

References

Education Code sections:

52501.5	Revenue; expenditure
52612	Tuition for adult classes; exceptions; sale of textbooks
52613	Nonimmigrant aliens; classes in English and other subjects; costs; exclusion of F-1 visa students from apportionment
52616	Adult block entitlement; adult education fund

⁶ *California School Accounting Manual*. Sacramento: California Department of Education, 2003.

Adult Education Finance



An accurate determination of the adult education budget is based on several factors. The revenue projections are a major function of budget development. Budget estimates of revenue should be as accurate as possible; however, the budget is a financial *plan* and is not absolutely rigid. Ongoing revenue up-

dates are essential for keeping the budget current. The adult education revenue limit should be revised as a part of the budget preparation to include any COLAs and adjustments for growth, as proposed in the Governor's Budget. Before adoption, the district's proposed adult education budget may require a revision to incorporate the May revisions to the state's budget and may require yet another revision after the state's budget is finalized. Adult education is funded on the basis of the annual a.d.a. generated. The maximum funded amount is limited to the adult education a.d.a. cap for each district. Districts need only meet the a.d.a. cap to be fully funded.

A district's adult education revenue limit is the adult education program's largest source of funding. A district's revenue limit calculation is completed by the CDE on a Form S (see Appendix D). If the district is not at its cap, it is important for the district to consider in its program planning such factors as past years' attendance, economic trends, local conditions, and any other factors that could impact adult student attendance.

The adult education fund should be completely self-sustaining. Expenditures should not exceed income in the adult education program because the use of general funds is prohibited. Conversely, adult education revenue may not be used to support general fund programs (*EC 52501.5, 52616[b]*). Procedure Number 203 in the *California School Accounting Manual* identifies the allowable fund groups and account groups for adult education. In schools for adults in which the student body is not organized, the governing board may appoint an employee or official to act as trustee for student body funds and to receive those funds in accordance with procedures established by the board (*EC 48938*).

Attendance accounting records are subject to retention requirements set out in the *California Code of Regulations* (5 CCR 16020, 16022–27). All records not classified as "Class 1—Permanent" or "Class 2—Optional" shall be classified as "Class 3—Disposable," including, but not limited to, detailed records relating to a basic audit: attendance; a.d.a.; and the business or financial transaction and detailed records used in the preparation of any other report. Teachers' registers may be classified as Class 3—Disposable only if all mandatory permanent pupil records are retained in other records or if the General Record pages are removed from the register and are classified as Class 1—Permanent (5 CCR 16025).

A Class 3—Disposable record shall not be destroyed until after the third July 1 after the completion of the audit required by *Education Code* Section 41020 (annual audit) or of any other legally required audit or after the ending date of any retention period required by any agency other than the

State of California, whichever date is later. A continuing record shall not be destroyed until the fourth year after it has been classified as Class 3—Disposable (5 CCR 16026).

References

Education Code sections:

41020	Requirement for annual audit; scope of examination; licensing requirements and other limitations; contents of auditor's report; corrections; certification
48938	Trustee for funds of unorganized student body
52501.5	Revenue expenditure
52610–16.24	Article 6, Finances
52612	Tuition for adult classes; exceptions; sale of textbooks
52613	Nonimmigrant aliens; classes in English and other subjects; costs; exclusion of F-1 visa students from apportionment
52614	Employee to have custody of incidental expense account
52615	Sale to pupils of materials purchased from incidental expense account
52616	Adult block entitlement; adult education fund
52616.2	Parenting programs for parents of high-risk pupils

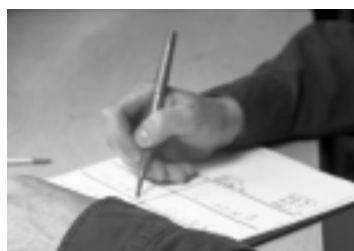
California Code of Regulations, Title 5, sections:

432	Varieties of pupil records
16020–27	Destruction of records of school districts

California School Accounting Manual:

Procedure 203	Allowable fund groups and account groups
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Adult Education Expenditures



To avoid a deficit budget, an adult education program must limit its expenditures to the income generated.

Procedures for recording budgeted accounting expenditures are found in the *California School Accounting Manual*. The object codes for recording budgeted expenditures are 1000–7000. The details for the identification and documentation of the expenditures are clearly defined, category by category, in the manual. It is imperative that each be addressed accurately and, if necessary, be accompanied by the prescribed documentation.

The district may expend adult education funds only for direct instructional costs, direct support costs, and indirect costs (*EC* 52616.4). These three available options for distributing the costs are discussed in Procedure 702 in the *California School Accounting Manual (CSAM)*, found at <http://www.cde.ca.gov/fg/ac/sa>. If the CDE and the Department of Finance

concur that a school district has violated the expenditure of adult education funds, the State Superintendent of Public Instruction shall direct the school district to transfer double the amount improperly transferred to the district's general fund from that fund to the district's Adult Education Fund for the subsequent fiscal year (*EC 52616.4[b]*).

References

Education Code sections:

- 52614 Employee to have custody of incidental expense account
- 52616(b) Adult block entitlement; adult education fund
- 52616.4 Expenditures from adult education fund; transfer of revenues deposited in fund; violations

California School Accounting Manual:

- Procedure 208 Documentation of budget expenditures
- Procedure 702 Options for distributing costs

Financial and Compliance Audits



To promote accountability in education funding, local educational agencies provide an annual audit of funds to the State Controller. The accounting system used to record the financial affairs of any school district shall be in accordance with the definitions, instructions, and procedures contained in the

California School Accounting Manual (EC 41010).

As of the 2003-04 fiscal year, the State Controller, in consultation with the Department of Finance, the CDE, and representatives of specified organizations, proposes the content of the annual *Audit Guide*,⁷ also known as the *Standards and Procedures for Audits of California K-12 Local Educational Agencies*, and submits the guide to the Education Audits Appeal Panel (EAAP) for review and possible amendment. The EAAP then adopts the audit guide in accordance with the rule-making procedures of the Administrative Procedure Act by July 1 of the fiscal year to be audited. In addition, a supplemental guide may be adopted by March 1 of the audit year to address any legislative changes to the conditions of apportionment (*EC 14502.1*)

References

Education Code sections:

- 14500-08 Chapter 3, Financial and Compliance Audits
- 41010-23 Article 2, Accounting Regulations, Budget Controls, and Audits

⁷ *Audit Guide*. Sacramento: Education Act Appeals Panel, 2004. <http://www.eaap.ca.gov>.

Supplemental Resources

Adult education programs have access to a variety of supplemental funding sources that are available from state and federal agencies. Current information is available on the CDE Web site at <http://www.cde.ca.gov>.

Existing supplemental state and federal programs or funding sources for adult education programs are as follows:

- Community-Based English Tutoring Programs
- CalWORKS
- Workforce Investment Act, Title II: Adult Education and Family Literacy Act, sections 225/231, and English literacy and civics education
- Even Start Family Literacy
- Head Start
- Healthy Start
- Homeless Assistance Act (Stewart B. McKinney)
- Perkins Vocational and Technical Education Act
- School Age Families Education Act (CAL-SAFE)
- 21st Century Community Learning Centers

Appendix A

California Legal Code References

This list cites the California legal code sections referenced in the *Adult Education Handbook*:

Education Code Sections			
		8807	Implementation of chapter; allocation of funds; exceptions; conditions for receiving funds
30	Language of instruction		
30.5	Bilingual education	11300–01	Chapter 4, Middle College High Schools
300–40	Chapter 3, English Language Education for Immigrant Children	14500–08	Chapter 3, Financial and Compliance Audits
315	Personal English language tutoring	17289	Exemptions for facilities used for independent study; requirements; duration of exemption
316	Funding	17368	“School building”
1900–09.5	Article 14.5, Education of Prisoners	33050–54	Article 3, Waiver Authority
1980–86	Chapter 6.5, County Community Schools	33308.5	Program guidelines; review; conditions for approval
8006–08	Article 1, Vocational Education Staff and Reports	35044	Payment of traveling expenses of representatives of board
8070	Career technical education advisory committee; appointment; composition	35140–49	Article 3, Meetings
8090–93	Article 5, Career Technical Education Contracts	37200	School year
8100	Approval of courses of career technical training	37220–23	Article 3, Saturdays and Holidays
8150–56	Article 8, Apprenticeship Education	37252–53.5	Article 4, Summer School
8235–37	Article 7, State Preschool Programs	37252	Pupils to whom summer school instructional programs shall be offered
8240–44	Article 8, General Child Care and Development Programs	37253	Supplemental instruction in mathematics, science, and other core academic areas
8350–59.1	Article 15.5, Child Care for Recipients of the CalWORKS Program	41000–43060	Part 24, School Finance
8800–02	Article 1, General Provisions and Definitions	41010	Accounting system; requirements for accounting manual
8803–04.5	Article 2, Healthy Start Support Services for Children’s Program Council and Grant Program	41011	Accounting system requirements
8805	Requirements	41012	Uniform cost accounting procedures to determine allowances for handicapped minors
8806	Procedures; establishment; responsibilities of individuals designated for consultation and collaboration	41013	Transfers from district general funds; accounting rules and regulations

41014	Requirement of budgetary accounting	42238	Determination of revenue limits for each school district; formula; apportionment
41015	Authorization of investment of special reserve or surplus funds		
41016	Deposit authority	42600–04	Article 1, Control of Expenditures
41017	Deposit of miscellaneous receipts	42603	Transfer of special or restricted fund moneys
41018	Disposition of money received from rental of school property pending construction	44250–79	Article 5, Credential Types
41019	Cost of transporting money to and from banks	44258	Permissible teaching assignments
41020	Requirement for annual audit; scope of examination; licensing requirements and other limitations; contents of auditor’s report; corrections; certification	44260	Minimum requirements for designated subjects preliminary vocational education teaching credential
41020.1	Disposal of reports of audits previously filed with county clerk	44660	Legislative intent; establishment of uniform system
41020.2	Delayed filing	44800–24	Article 1, Rights and Duties
41020.3	Review of annual audit	44809	School register
41020.5	Audits not in conformance with audit guide; notice; appeal; penalty; notice of ineligible accountants; disciplinary actions	44810	Willful interference with classroom conduct
41020.6	Report by state Department of Education	44830–929	Article 2, Employment
41020.8	Annual audit; submission to county superintendent or Superintendent of Public Instruction and district	44860	Qualification for employment as principal
41021	Requirement for employees’ indemnity bond	44865	Qualifications for home teachers and teachers in special classes and schools; consent to assignment
41022	Election for district exceeding expenditure fixed by Constitution or statutes	44908	Complete school year for probationary employees
41023	Joint powers agreements; non-applicability of section; reports	44929.20–.29	Article 2.7, Permanent Status
41330–44.3	Article 3, Disbursements by Superintendent of Public Instruction	44929.25	Adult class teachers
41600–10	Article 1, General Provisions	44929.26	Adult school and day school service
41601	Reports of average daily attendance	44929.27	Employee’s tenure or status protection limited to one full-time position
41840–41.8	Article 9, Computation of Allowances for Schools and Classes for Prisoners	44930–88	Article 3, Resignations, Dismissals, and Leaves of Absence
41975–76.5	Chapter 5.3, Conditions on Apportionments and Allowances	45340–49	Article 7, Instructional Aides
		46190	Day of attendance and maximum credit
		46191	Day of attendance and maximum credit for adults in correctional facilities
		46192	Day of attendance and maximum credit for physically handicapped adults
		46300(e)(2)	Method of computing average daily attendance

46300.4	Independent study pupils; eligible course work	51241	Temporary or permanent exemption from physical education
46351	Interdistrict attendance agreements; computation	51410–12	Article 2, Diplomas
46352	Determination not to include adults in computation; annual report of number enrolled	51420–51727	Article 3, High School Equivalency Certificates
48200–08	Article 1, Persons Included (Chapter 2, Compulsory Attendance Law)	51745–49.3	Article 5.5, Independent Study
48400–54	Article 1, Pupils Subject To (Chapter 3, Compulsory Continuation Education)	51747	Apportionments for independent study by pupils; policy requirements
48410	Persons exempted from continuation classes	51760–69.5	Article 7, Work Experience Education
48412	Certificate of proficiency; examination fees	51810–15	Article 10, Community Service Classes
48413	Enrollment in continuation classes	52300–34	Article 1, Regional Occupational Centers
48414	Persons exempted from compulsory continuation education; reenrollment in district	52302.7	Adult students; academic and personal development instruction
48415	Private school attendance; exemption from compulsory continuation education	52302.9	Joint programs with adult education programs
48416	Leaves of absence; pupils between ages 16 and 18; conditions	52500–23	Article 1, General Provisions (Chapter 10, Adult Schools)
48645–45.6	Article 2.5, Juvenile Court Schools	52500.1	Eligibility of high school pupils for enrollment in adult education programs, courses, and classes; conditions
48900–26	Article 1, Suspensions or Expulsion	52501.5	Revenue expenditure
48930–38	Article 2, Student Organizations	52511	Inability to maintain instruction for adults in district
49060–79	Chapter 6.5, Pupil Records	52514	No minors in classes at adult state institutions
49066	Grades; finalization; change of grade; effect of physical education class apparel	52516	Establishment of prescribed course in elementary subjects
51014	“Course of study”	52517	No adult classes if funds from improper sources or if classes not open to general public
51040–41	Article 3, Role of Local Agency	52519	Job market study; area; scope
51050–57	Article 4, Enforcement of Courses of Study	52520	Review of program; termination
51054	Duty of governing board to prepare courses of study for grades 7 through 12	52522	Plans for adult education innovation and alternative instructional delivery; approval by Superintendent of Public Instruction; expenditures; rules and regulations
51056	Preparation of courses for adult schools	52523	Adult education as supplement for high school curriculum; criteria
51220–30	Article 3, Courses of Study, Grades 7 to 12	52530–31	Article 2, Use of Hospitals

52540–44 Article 3, Adult English Classes
 52550–56 Article 4, Classes in Citizenship
 52570–72 Article 5, Handicapped Adults
 52572 Contracts with adjacent high school district or unified district
 52610–16.24 Article 6, Finances
 52610.5 Minors; pregnant or parent actively engaged in raising children; eligibility for enrollment in parenting course or class
 52612 Tuition for adult classes; exceptions; sale of textbooks
 52613 Nonimmigrant aliens; classes in English or other subjects; costs; exclusion of F-1 visa students from apportionment
 52614 Employee to have custody of incidental expense account
 52615 Sale to pupils of materials purchased from incidental expense account
 52616(a), (b) Adult block entitlement; adult education fund
 52616.2 Parenting programs for parents of high-risk pupils
 52616.4 Expenditures from adult education fund; transfer of revenues deposited in fund; violations
 52616.17(e) Authorized limit of adult education average daily attendance; determination
 52616.19 Funding available for §§ 52616, 52616.16, 52616.17, and 52616.18
 52616.21 Apportionments for administration; county education offices; conditions
 52616.23 Development of criteria for identifying programmatic areas of adult education needing expansion; additional authorized units of average daily attendance
 52616.24 Recalculation of incorrectly reported adult education or concurrently enrolled average daily attendance
 60640–49 Article 4, Standardized Testing and Reporting Program

60850–59 Chapter 9, *High School Exit Examination*

Budget Act

Item 6110-158-0001 Adults in correctional facilities

California Code of Regulations, Title 5, Sections

31 Development and implementation of programs (Subchapter 4, Affirmative Action Employment Programs)
 431 Responsibilities of local governing boards (Subchapter 2, Records of Pupils)
 1200 Definitions (Subchapter 6, *California High School Exit Examination*)
 4600–71.01 Chapter 5.1, Uniform Complaint Procedures
 4900–12.01 Chapter 5.3, Nondiscrimination and Educational Equity
 10501 Definitions (Subchapter 1, Adult Schools and Classes for Adults [General])
 10508(b) Records and reports
 10524 Attendance and enrollment
 10530–34 Article 3, Standards for Adult Schools
 10560 General (Article 5, Standards of Administration)
 10610 Reporting requirements (Subchapter 3, Adult Education Innovation and Alternative Instructional Delivery)
 10615 Program evaluation
 11531 Approval of *General Educational Development (GED)* testing centers
 11532 Eligibility to take a *GED* test
 11535 Definitions (Subchapter 9, Vocational Education Contracts)
 11537 Standards (Subchapter 9, Vocational Education Contracts)
 11700 Definition (Subchapter 13, Independent Study)
 11703 Records (Subchapter 13, Independent Study)

16020–27 Subchapter 2, Destruction of Records of School Districts

80034 Designated subjects credentials and programs; definition and terms

80034.5 Holder of designated subjects full-time vocational education teaching credential or designated subjects full-time adult education teaching credential serving as a substitute

80036 Specific requirements for and authorization of the full-time designated subjects preliminary and clear adult education teaching credential

80036.2 Qualifying experience and/or education for designated subjects adult education teaching credential

80036.3 Subject classification system for designated subjects adult education teaching credentials

Penal Code Section

647 Prohibition against loitering and drugs

Family Code

Division 11, Part 6 Emancipation of Minors Law

Unemployment Insurance Code Sections

10530–33 Coordination of labor market information; collaboration requirements

Appendix B

Online Adult Education Resources

This list provides useful online adult education resources available at the Web sites of the California Department of Education, statewide leadership projects, professional organizations, and other entities:

California Department of Education

Adult Education Office

<http://www.cde.ca.gov/sp/ae>

California High School Exit Examination

<http://www.cde.ca.gov/ta/tgl>

California High School Proficiency Examination

<http://www.cde.ca.gov/ta/tgl>

Carl D. Perkins Vocational and Technical Education

<http://www.cde.ca.gov/fg/fo/pf/profile.asp>

Charter Schools

<http://www.cde.ca.gov/sp/cs>

Community-Based English Tutoring

<http://www.cde.ca.gov/sp/el/cb>

Coordinated Compliance Review

<http://www.cde.ca.gov/ta/cr>

Fact Book 2004: Handbook of Education Information

<http://www.cde.ca.gov/re/pn/fb>

General Educational Developmental (GED) Testing

<http://www.cde.ca.gov/ta/tg>

No Child Left Behind Act

<http://www.cde.ca.gov/nclb>

Pregnant and parenting teens

<http://www.cde.ca.gov/ls/cg/pp/faq/asp>

School Fiscal Services Division

<http://www.cde.ca.gov/fg>

Statewide Leadership Projects

California Adult Literacy Professional Development Project

<http://www.calpro-online.org/>

California Distance Learning Project

<http://www.cdlponline.org>

Comprehensive Adult Student Assessment System

<http://www.casas.org>

Outreach and Technical Assistance Program

<http://www.otan.us>

Professional Organizations

American Association for Adult and Continuing Education

<http://www.aaace.org>

Association for Career and Technical Education

<http://www.acteonline.org>

Association of California School Administrators

<http://www.acsa.org>

California Adult Education Administrators Association

<http://www.caeaa.org>

California Association for Career and Technical Education

<http://www.acteonline.org>

California Consortium for Independent Study

<http://www.ccis.org>

California Continuation Education Association

<http://www.cceanet.org>

California Council for Adult Education

<http://www.ccaestate.org>

California Federation of Teachers

<http://www.cft.org>

California School Boards Association

<http://www.csba.org>

California State Consortium for Adult Education

<http://www.cscae.org>

California Teachers Association

<http://www.cta.org>

California Teachers of English to Speakers of
Other Languages
<http://www.catesol.org>

Center for Applied Linguistics
<http://www.cal.org>

Commission on Adult Basic Education
<http://www.coabe.org/index>

Correctional Education Association
<http://www.ceanational.org>

Office for Civil Rights, Programs for English
Language Learners
<http://www.ed.gov/about/offices/list/ocr/ell>

Teachers of English to Speakers of Other Languages
<http://www.tesol.org>

Other Online Resources

American Council on Education, *GED* Testing
Service
<http://www.acenet.edu/cll/ged>

Bureau for Private Postsecondary and Vocational
Education
<http://www.bppve.ca.gov>

California Career Resource Network
<http://www.californiacareers.info>

California Code of Regulations
<http://ccr.oal.ca.gov>

California Law
<http://www.leginfo.ca.gov>

California Literacy
<http://www.caliteracy.org>

Commission on Teacher Credentialing
<http://www.ctc.ca.gov>

Controller's Office, Audit Procedures for Adult
Education
<http://www.sco.ca.gov/pubs>

Department of Labor
<http://www.dol.gov>

Educational Resources Information Center
<http://www.eric.ed.gov>

Literacy Volunteers of America
<http://www.literacyvolunteer.org/>

National Center for the Study of Adult Learning
and Literacy
<http://www.gse.harvard.edu/ncsall>

National Institute for Literacy
<http://www.nifl.gov>

U.S. Citizenship and Immigration Services
<http://www.uscis.gov>

U.S. Department of Education
<http://www.ed.gov>

Western Association of Schools and Colleges
<http://www.wascweb.org>

Appendix C

Acronyms

These acronyms are commonly used in the administration of adult education programs:

A-22	California Adult Education Course Approval System	CBE	competency-based education
AAACE	American Association for Adult and Continuing Education	CBEDS	California Basic Education Data System
ABE	adult basic education	<i>CBEST</i>	<i>California Basic Educational Skills Test</i>
<i>ABLE</i>	<i>Adult Basic Learning Examination</i>	CBET	community-based English tutoring
ACE	American Council on Education	CBO	community-based organization
ACSA	Association of California School Administrators	CCAЕ	California Council for Adult Education
a.d.a.	average daily attendance	CCEA	California Continuation Education Association
ADA	Americans with Disabilities Act	CCIS	California Consortium for Independent Study
AD/HD	attention deficit/hyperactivity disorder	<i>CCR</i>	<i>California Code of Regulations</i>
AEFLA	Adult Education and Family Literacy Act of 1998	CCR	coordinated compliance review
ASL	American Sign Language	CDE	California Department of Education
<i>ASVAB</i>	<i>Armed Service Vocational Aptitude Battery</i>	CEA	Correctional Education Association
<i>BEST</i>	<i>Basic English Skills Test</i>	CFT	California Federation of Teachers
CAEAA	California Adult Education Administrators Association	COABE	Commission on Adult Basic Education
<i>CAHSEE</i>	<i>California High School Exit Examination</i>	COCCC	Chancellor’s Office, California Community Colleges
CAL	Center for Applied Linguistics	CSBA	California School Boards Association
CalCRN	California Career Resource Network	CSCAE	California State Consortium for Adult Education
CALPRO	California Adult Literacy Professional Development Project	CTA	California Teachers Association
CALROC/P	California Association of Regional Occupational Centers/Programs	DOL	Department of Labor
CASAS	Comprehensive Adult Student Assessment System	EDD	Employment Development Department
CATESOL	California Teachers of English to Speakers of Other Languages	EFF	Equipped for the Future initiative
CAVA	California Association of Vocational Administrators	EL	English Learner
		ERIC	Educational Resources Information Center

ERIC/ACVE	ERIC Clearinghouse on Adult Career Vocational Education (archived)	OVAE	Office of Vocational and Adult Education
ESL	English as a second language	ROCP	regional occupational center or program
<i>GED</i>	<i>General Educational Development</i> (test)	SCANS	Secretary's Commission on Achieving Necessary Skills
IDEA	Individuals with Disabilities Education Act	<i>TOEFL</i>	<i>Test of English as a Foreign Language</i>
LD	learning disability	TOPS	tracking of programs and students
LEP	limited-English proficient	TOPSpro	Software for tracking of programs and students
NALS	National Adult Literacy Survey	VABE	vocational adult basic education
NCLB	No Child Left Behind Act of 2001	VESL	vocational English as a second language
NCSALL	National Center for the Study of Adult Learning and Literacy	WASC	Western Association of Schools and Colleges
NIFL	National Institute for Literacy	WIA	Workforce Investment Act
NRS	National Reporting System for Adult Education		
OTAN	Outreach and Technical Assistance Network		

Appendix D

Sample Forms

| SAMPLE COPY—do not submit | SAMPLE COPY—do not submit | SAMPLE COPY—do not submit |

J-18/19A ADDENDUM			
ANNUAL REPORT OF ADULT EDUCATION AVERAGE DAILY ATTENDANCE, ENROLLMENT and ENROLLEES			
2003-04 Special Addendum to Annual Report of High School Attendance (For the period commencing July 1, 2003 , and ending June 30, 2004)			
	County:		
	School District:		
	County and District Code:		
Total Adult Education ADA reported on Form J18/19 (lines C-1, C-2, and C-3, Column 2) for 2003-04. (This should equal the ADA in Line B)			
DUPLICATED COUNT	ENROLLMENT	ADA	ADA from Innovative Program*
A. Adult Education (Include CalWORKs and concurrent students)			
1. Elem. Basic Skills (Equivalent to Grades 1-8)			
2. High Sch. Subj. (Equivalent to Grades 9-12 and GED Prep.)			
3. English-as-a-Second Language			
4. Citizenship (Immigrant Education)			
5. Adults with Disabilities			
6. Vocational Education Program with High Employment Potential			
7. Parent Education			
8. Older Adults			
9. Health and Safety Education			
10. Home Economics Education			
B. Total Duplicated Count (Sum A1-A10)			
C. Total CalWORKs duplicated count within cap and over cap in Line B			
D. Total concurrent enrolled duplicated count in Line B			
UNDUPLICATED COUNT		ENROLLEES	
E. Adult Education (Include CalWORKs and concurrent students)			
1. Number of unduplicated enrollees in Line B			
2. Number of unduplicated concurrent enrollees in Line B			
HIGH SCHOOL DIPLOMAS / APPRENTICESHIPS / FEE-BASED CLASSES			
1. Number of High School Diplomas issued by the adult school			
2. Number of attendance hours in apprenticeship classes		hours	
3. Number of enrollments in non-ADA fee-based classes			
<small>Notes:</small>			
<ul style="list-style-type: none"> • Information can be taken from the TOPSPRO reports. • Unduplicated Count = Count each enrollee only once regardless of the number of classes taken during the school year. • Adult Education Average Daily Attendance (ADA) is computed by dividing the total Adult Education hours of attendance by 325. • *Adult Education E.C. Section 52522 Adult Education Innovation and Alternative Instructional Delivery Program (formerly the "5% Program"). 			

| SAMPLE COPY — do not submit | SAMPLE COPY — do not submit | SAMPLE COPY — do not submit |

CALIFORNIA DEPARTMENT OF EDUCATION
FORM S (Rev.06/03)

2002-03 [] P-1 [] P-2 [] AN

County _____ District

		S
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(State Use Only)

FORM S
ADULT EDUCATION BLOCK ENTITLEMENT FOR FISCAL YEAR 2002-03

Reference: Education Code Section 52616.16

	EDP NO.	WHOLE NUMBERS ONLY UNLESS DECIMAL POINT IS PROVIDED
A. 2001-02 Adult Base Revenue Limit (2001-02 Form S, Line A-9)..... (A)	316	\$ _____
1. 2002-03 Maximum Adult Revenue Limit..... (A-1) (2001-02 Highest Funded Adult R.L. times 1.02)	313	\$ 2,242.94
2. Ratio of 2002-03 Maximum Revenue Limit to 2001-02 Revenue Limit (Line A-1 divided by Line A) (Round to 4 decimal places)..... (A-2)	314	_____
3. If Line A-2 is greater than 1.10, reduce to 1.10 If Line A-2 is less than 1.02, increase to 1.02 If Line A-2 is between 1.02 and 1.10, use Line A-2 ratio..... (A-3)	315	_____
4. Line A-3 minus 1.00 (Round to 4 decimal places)..... (A-4)	322	_____
5. 2002-03 COLA Multiplier. (Line A-4 divided by 0.0200) (Round to 4 decimal places)..... (A-5)	323	\$ _____
6. 2002-03 Full COLA (Line A-5 times \$44.00) (Round to two decimal places)..... (A-6)	324	\$ _____
7. 2002-03 Estimated COLA Adjustment Factor..... (A-7)	325	0.98140000
8. 2002-03 COLA (Line A-6 times Line A-7) (Round to two decimal places)..... (A-8)	333	\$ _____
9. 2002-03 Adult Base Revenue Limit (Sum of Lines A and A-8, but in no event greater than Line A-1)..... (A-9)	312	\$ _____
B. 2002-03 Adult Cap ADA (2001-02 Form S, Line B-3)..... (B)	317	_____
1. 2002-03 Allowed Growth ADA (Line B times 0.025) (Round to two decimal places)..... (B-1)	321	_____
2. 2002-03 CDE Approved Growth ADA..... (B-2)	318	_____
3. Total CAP ADA (Sum of Lines B, B-1 and B-2)..... (B-3)	320	_____
C. 2002-03 Actual Annual Adult Program ADA (Form J-18/19, Sum of Lines C-1, C-2 and C-3)..... (C)	326	_____
D. Funded Adult ADA (Lesser of Line B-3 or Line C) (D)	330	_____
E. 2002-03 Adult Block Entitlement (Line A-9 times Line D) (Round to a whole number)..... (E)	332	\$ _____
F. 2002-03 Deficit Factor (Funding all Districts at Cap)..... (F)	334	1.0000
G. 2002-03 Adjusted Adult Education Block Entitlement (Line E times Line F) (Round to a whole number)..... (G)	336	\$ _____
H. 2002-03 Approved CalWORKS ADA Above Total CAP ADA (H)	022	_____
I. 2002-03 Annual CalWORKS ADA (Form J-18/19, Line L)..... (I)	319	_____
J. 2002-03 Maximum CalWORKS ADA (Line C minus Line D) (If negative, enter 0)..... (J)	020	_____
K. 2002-03 Funded CalWORKS ADA (Lesser of Line H, Line I or Line J)..... (K)	021	_____
L. 2002-03 CalWORKS Entitlement (Line A-9 times Line K) (Round to a whole number)..... (L)	339	\$ _____
M. Total 2002-03 Adult Education Block Entitlement (Sum of Lines G and L). This is the amount of the 2002-03 Adult Block Entitlement to be credited to the Adult Fund..... (M)	340	\$ _____

SFSD/PAU

Selected References

- Administrator's Assignment Manual*. Sacramento: California Commission on Teacher Credentialing, 2001.
- Attendance Accounting and Reporting in California Public Schools*. Sacramento: California Department of Education, 1991.
- Audit Guide*. Sacramento: Education Act Appeals Panel, 2004. <http://www.eaap.ca.gov>.
- California School Accounting Manual*. Sacramento: California Department of Education, 2003.
- Fact Book 2004: Handbook of Education Information*. Sacramento: California Department of Education. <http://www.cde.ca.gov/re/pn/fb>
- Independent Study Operations Manual (2000 edition)*. Sacramento: California Department of Education, 2000.
- Program Advisory: Apportionment Requirements for Adult Education*. Sacramento: California Department of Education, October 1, 1994.

Publications Available from the Department of Education

This publication is one of approximately 600 that are available from the California Department of Education. Some of the more recent publications or those most widely used are the following:

Item no.	Title (Date of publication)	Price
001591	California Public School Directory 2004	\$22.50
001389	English–Language Arts Content Standards for California Public Schools, Kindergarten Through Grade Twelve (1998)	12.50
001578	English–Language Development Standards for California Public Schools, Kindergarten Through Grade Twelve (2002)	12.50
001570	Foreign Language Framework for California Public Schools, Kindergarten Through Grade Twelve (2003)	15.50
001355	The Form of Reform: School Facility Design Implications for California Educational Reform (1997)	18.50
001380	Health Careers Education 2000: A Program Guide (1998)	20.00
001574	Health Framework for California Public Schools, Kindergarten Through Grade Twelve (2003)	17.50
001488	History–Social Science Content Standards for California Public Schools, Kindergarten Through Grade Twelve (2000)	12.50
001598	History–Social Science Framework for California Public Schools, Kindergarten Through Grade Twelve, 2001 Updated Edition with New Criteria for Instructional Materials (2004)	17.50
001457	Mathematics Content Standards for California Public Schools, Kindergarten Through Grade Twelve (1999)	12.50
0A1508	Mathematics Framework for California Public Schools, Kindergarten Through Grade Twelve (2000 Revised Edition) (2000)	8.75
001585	Meeting the Challenge: A History of Adult Education in California—From the Beginnings to the Twenty-first Century (2005)	24.00
001222	Practical Ideas for Teaching Writing as a Process at the High School and College Levels (1997)	18.00
001462	Reading/Language Arts Framework for California Public Schools, Kindergarten Through Grade Twelve (1999)	17.50
001553	Recommended Literature: Kindergarten Through Grade Twelve (2002)	38.00
001496	Science Content Standards for California Public Schools, Kindergarten Through Grade Twelve (2000)	12.50
001599	Science Framework for California Public Schools, Kindergarten Through Grade Twelve, with New Criteria for Instructional Materials (2004)	17.50
001548	Visual and Performing Arts Content Standards for California Public Schools, Prekindergarten Through Grade Twelve (2001)	12.50
001592	Visual and Performing Arts Framework for California Public Schools, Kindergarten Through Grade Twelve (includes CD-ROM) (2004)	19.95
001392	Work-Based Learning Guide (1998)	12.50

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