FLORIDA DEPARTMENT OF EDUCATION
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MEMORANDUM

TO: District Adult Education Directors
Florida College System Adult Education Directors
Community-Based Organizations Adult General Education Directors

FROM: Henry Mack, Chancellor, Division of Career and Adult Education

DATE: May 11, 2020

SUBJECT: **Supplemental Reporting of Integrated Education and Training (IET) Enrollment**

As a result of a program review and technical assistance conducted by the U.S. Department of Education's Office of Career, Technical, and Adult Education (OCTAE), the Florida Department of Education (FDOE) began an intensive review of Integrated Education and Training (IET) in consultation with field experts. These discussions and changes to the IET program models necessitated a change in how enrollment in IET programs is reported by agencies. See Florida's Integrated Education and Training (IET) Guide for descriptions of IET models (http://www.fldoe.org/core/fileparse.php/7522/urlt/FL-IntegratedEduTrainingGuide.pdf).

IET is defined as adult education and literacy activities, workforce preparation activities and workforce training, each of sufficient intensity and quality, to improve reading, writing, mathematics and English proficiency of eligible individuals. IET programs provide adult education and literacy activities concurrently and contextually with workforce training for a specific occupation. This allows IET programs to contextualize basic skills instruction, offer simultaneous, not sequential, skill gains, accelerate outcomes, offer work-based learning opportunities and work experience, and put students on a career pathway leading to family-sustaining wages.

For the 2020-21 academic year of reporting, enrollment in IET will be collected using a supplemental process with final reporting due by June 15, 2021. For federal reporting purposes, the National Reporting System (NRS) places students in their lowest initial functioning level on entry or start of the NRS reporting year and participation in IET is considered in addition to the NRS-eligible program they are enrolled in.

Henry Mack
Chancellor of Career and Adult Education

Reporting for the 2021-22 reporting year will also be a supplemental process. However, as the IET program and reporting requirements continue to develop, key data elements may be added to 2021-22 supplemental reporting requirements and communicated with participating agencies as details become available. Reporting for IET participation will be fully integrated into existing data reporting systems (such as WDIS or FCS student databases) in the 2022-23 reporting year. Agency feedback during events such as WEDDAC and MISATFOR will be key to a smooth integration of IET reporting.

For 2020-21 supplemental reporting of IET, agencies will utilize the attached Excel template to identify IET student participants by using a new line/entry for each unique student ID. Reports Coordinators will upload the completed Excel template, without altering the formatting built into the template file, to the "Agency to DCAE Dropbox" at fldoe.sharefile.com by close of business, June 15, 2021.

Included in the Excel template is a tab marked "Data Dictionary" which provides the data element name and number associated with your sector's reporting systems; WDIS or the Florida College System Student Database. The reporting requirements outlined in the template correspond with those in your sector's respective data dictionaries.

- District agencies can access the Workforce Development Information System Database Handbooks at http://www.fldoe.org/accountability/data-sys/CCTCMIS/dcae-dis/database-handbooks.stml.
- Florida Colleges can access the Florida College System Student Database handbook at http://www.fldoe.org/accountability/data-sys/CCTCMIS/college-data-diction.stml.

For questions on IET policy and programming, please contact Carol Bailey via e-mail at carol.bailey@fldoe.org. If agencies need assistance with the file layout or the submission process, please contact Dr. Paul Stonecipher via e-mail at paul.stonecipher@fldoe.org.

HM/ps

Attachment

cc: District Reports Coordinators
        Florida College System Reports Coordinators