

FACE Adult Student File Guidelines

School Year 2019

All families enrolled in the FACE center-based program will have an adult family member participating. All adult participants will have an Adult Student File, which is kept confidential and in a secure and locked location.

Teachers complete these forms:

- **Face Adult Student File Checklist.** This is a list for the teacher to keep track of what is in each file. Each adult student is listed under the Student Name column.
- **Adult Assessments.** Document the assessments given throughout the year. Include CASAS Student Performance by Competency form and/or TABE Individual Profile form. Also include informal assessments completed such as the Technology Self-Assessment.

Students complete these forms:

- **FACE Enrollment Form.** Keep a copy of each family's completed form in the adult student file. Use the information on the form about adult education, employment, and goals to assist you in helping each adult set and achieve goals.
- **Permission to Release Child / Emergency Contact and Health Information.** An adult from each family completes this form. One copy is kept in the adult student's file and another in the child's file.
- **FACE Media Release Form.** Adults grant permission to use photographs or other media to the Bureau of Indian Education, Parents as Teachers National Center, and the National Center for Families Learning.
- **Exit Interview/Survey.** The adult student completes this form. If the family exits the FACE program during the school year, the adult student will complete the form at that time. All families remaining until the end of the year will complete the form at that time.

Teachers and Students complete these forms together:

- **Adult Participation Plan.** Meet individually with the adult family member participating in FACE and help her/him identify the level of participation as full, part, or flex time.

Both teacher and student sign the Adult Participation Plan. Update the plan throughout the year as student status changes.

- **Adult Learner Interview.** Complete this form in a one-to-one interview with each adult student. Information from this form will guide the reading materials you provide to all adults, as well as the reading and math instruction you provide for adult education students.
- **Adult Goals Tracking Form.** This is the one required form to document student goals. One form is completed for each of the goal areas a student is working on. The teacher and student together update the forms as progress is made to achieving goals.

Other documents to be used as needed:

- **Parent Engagement Log.** Students keep track of their parent engagement hours completed at home and in the community.
- **Adult Participation Hours.** Students keep track of their adult education, PACT Time, and Parent Time hours when completed outside of regular class hours.
- **Informal /Formative Assessments.** Students take a variety of informal assessments that provide information to them and to their teachers about their learning. These might include career interest surveys, learning styles inventories, reading diagnostics, learning difficulties screenings, writing samples, resiliency quiz, etc. Include evidence of informal assessments in student files.
- **Adult Education Assistance and Mentoring Log.** Teachers keep track of adult education assistance provided to part-time and flex-time students, as well as home-based students participating in adult education outside regular class hours.
- **Permission to Exchange Information.** Adults sign a form for their children to allow program staff to share information such as assessments and screenings with other service providers. The child's form is kept in the child's folder. When adult education students are studying at another program that will be providing information to FACE such as TABE assessment results, the students complete forms for themselves also. This form is kept in the adult's folder.
- **Evidence of Progress Toward Meeting Goals.** This evidence may include certificates of completion, photographs of projects completed, transcripts of grades from college courses, a log of books read, etc. Some students choose to keep these items in their own paper-based or electronic portfolios that they take home at the end of the year.