



## Instructions for Adult Goals Tracking Form 2019 - 2020

The purpose of the Adult Goals Tracking Form is to have one place to keep track of the goals students are working on and the progress they have made. These forms provide the evidence that assists the adult education teacher to complete the Adult Achievements Roster at the end of the year.

**Once students are enrolled in FACE**, fill out an Adult Goals Tracking Form for each student. Use one form for each student goal that the student is actively working on. Maintain these tracking forms in each student's file. Add a new tracking form when a student identifies a new goal. Include full-time, part-time, and flex-time adults in this process.

**At least once a month**, meet with all FACE adult students to reflect on their goals. On the Adult Goals Tracking Form, add the steps students have taken that show they are making progress toward reaching each goal. These steps may include completing a unit of study, earning a certificate, reading a book, filling out applications for work or further education, completing a project, etc.

**Several times a year**, add documentation in files of the progress students have made toward reaching their goals.

### Following are the goal areas for end-of-year reporting on the Adult Achievements Roster

#### Education

- Obtain GED or high school diploma
- Improve academic skills for college or other education
- Complete one or more college /training courses
- Improve reading skills

#### Career

- Get a job
- Improve employability skills

#### Community

- Increase community involvement
- Identify and access resources

#### Parent Engagement

- Improve parenting skills
- Understand child development
- Prepare child for school
- Socialize child
- Become more involved in child's school
- Improve my family's well-being

#### Culture

- Improve Native language skills and cultural knowledge

#### Personal

- Make friends
- Improve health and fitness