



2023-24 Adult Student Profile Document (ASPD)

Student Name: _____ Student Number: _____

Student Assessment Information

Programs are required to maintain a complete record of state-approved test results for each student during the program year. Programs have the option of recording the test result information in the table below or maintaining official test documentation such as completed test answer sheets or test result printouts in the student's folder. If a program maintains official test documentation in each student's folder, the documentation must include all required test information (designated by asterisks in the table below). To see a description and list of approved test-taking aids and test accommodations, see the current state Assessment and Distance Education Policy for Virginia Adult Education and Literacy Programs

(https://www.doe.virginia.gov/instruction/adulted/program_policy_guidance/index.shtml).

STATE-APPROVED ASSESSMENT INFORMATION									
*Date (mm/dd/yyyy)	*Assessment	*Test Form	*Test Level	*Test Subject	*Pre-Test or Post- Test	*Scale Score	*EFL (NRS Level)	*Test Administrator	Approved Test-taking Aids were Provided
									☐
									☐
									☐
									☐
									☐
									☐
									☐
									☐

Student Credential Information

To document a secondary credential attainment MSG, programs should enter information below that demonstrate earning a GED®, a local Adult High School Diploma, a GAAHSD (General Achievement Adult High School Diploma), or completing the NEDP (National External Diploma Program).

Student GED® ID: _____ - _____ - _____ (XXXXXXXX-XXXX-XXXX)

GED® READY SCORES						
Subject Test	Date	Scale Score	Passed	Date	Scale Score	Passed
Reasoning though Language Arts (RLA)			☐			☐
Social Studies			☐			☐
Science			☐			☐
Mathematical Reasoning			☐			☐

GED® TEST SCORES						
Subject Test	Date	Scale Score	Passed	Date	Scale Score	Passed
Reasoning though Language Arts (RLA)			☐			☐
Social Studies			☐			☐
Science			☐			☐
Mathematical Reasoning			☐			☐

ADULT HIGH SCHOOL DIPLOMA PROGRAM INFORMATION			
Adult High School Diploma Type	School Division Issuing Diploma	Program Start Date	Diploma Issue Date
Local Adult High School Diploma			
General Achievement Adult High School Diploma (GAAHSD)			



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NATIONAL EXTERNAL DIPLOMA PROGRAM® (NEDP) INFORMATION

NEDP® Workflow	Date	Date (As entered in SSWS)	Staff
NEDP Pre-screening			
NEDP Start			Advisor:
Enter Diagnostic Phase			
Complete Diagnostic Phase			Assessor:
Enter Generalized Assessment Phase			
Complete Generalized Assessment Phase			Portfolio Reviewer:
Local Adult High School Diploma Issued			School Division:

Student Outcome Goals (To be completed for students enrolled in a Family Literacy and/or an IELCE program)

Programs are encouraged to work with students enrolled in Family Literacy and/or IELCE programs to establish goals and document their achievement. Goal information will be reported on NRS Table 8 for Family Literacy participants and on NRS Table 9 for IELCE participants.

FAMILY LITERACY PROGRAM

Family Literacy Outcome Goal	Set Date (mm/dd/yy)	Met Date (mm/dd/yy)
☐ Increase Involvement in Children's Education		
☐ Help more frequently with school work		
☐ Increase contact with children's teachers		
☐ Be more involved with children's school activities		
☐ Increase Involvement in Children's Literacy Activities		
☐ Read to children		
☐ Visit library		
☐ Purchase books and magazines		
☐ Leave Public Assistance		

IELCE PROGRAM

IELCE Outcome Goal	Set Date (mm/dd/yy)	Met Date (mm/dd/yy)
☐ Leave Public Assistance		
☐ Achieve Citizenship Skills		
☐ Increase Involvement in Child's Education		
☐ Increase Involvement in Child's Literacy Activities		
☐ Vote or Register to Vote		
☐ Increase Involvement in Community Activities		

Integrated Education and Training (IET) and Workplace Literacy Activity

Complete the tables below for participants in IET or Workplace Literacy classes eligible to be recognized for a Type 3, Type 4, or Type 5 MSG. Programs must maintain documentation on file that supports all information entered below.

TYPE 3: POSTSECONDARY TRANSCRIPT OR REPORT CARD

Name of Adult Education Course	Enrollment		Name of Postsecondary Institution	Date When Required Number of Credit Hours were Earned
	Full-Time	Part-Time		
	☐	☐		
	☐	☐		
	☐	☐		
	☐	☐		

TYPE 4: PROGRESS TOWARD MILESTONES

Name of Adult Education Class	Name of Employer or Training Provider	Established Measurable Milestone	Verification of Milestone Met	Date Milestone was Met



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TYPE 5: PASSAGE OF OCCUPATIONAL EXAM OR DEMONSTRATION OF PROGRESS			
Name of Adult Education Course	Name of Credential or Exam	Entity Issuing Credential or Administering Exam	Date Earned

Student Postsecondary Education/Training Enrollment And Credential Attainment

To document postsecondary enrollment and/or credential attainment, programs should complete the appropriate tables below and maintain on file verifiable documentation that supports all information entered. (NOTE: To document secondary credential attainment eligibility, programs should also complete the appropriate table under the "Secondary Credential Information" section on Page 2 of the ASPD.)

Complete the Postsecondary Enrollment table for students eligible to be recognized for a Transition to Postsecondary MSG or for Secondary Credential Attainment if the student also enrolled in a postsecondary education program.

Transition to Postsecondary MSG: Recognizes adult education participants if they exited from an adult education program, then enrolled in a postsecondary education/ training program during the program year.

Secondary Credential Attainment: Recognizes adult education participants if they were participants in the ASE program type, and within one year of program exit, earned a secondary credential and enrolled in a postsecondary education or training program.

Complete the Recognized Postsecondary Credential table for students to be recognized for Postsecondary Credential Attainment.

Postsecondary Credential Attainment: Recognizes adult education participants if they were participants in an IET program or co-enrolled in a program with a WIOA partner agency and earned a postsecondary credential within one year of postsecondary exit.

POSTSECONDARY ENROLLMENT			
Adult Education Program Exit Date	Postsecondary Program Enrollment Date	Name of Postsecondary Education or Training Program	Postsecondary Program Location

RECOGNIZED POSTSECONDARY CREDENTIAL					
Credential Type**	Name of Credential	Entity Issuing Credential	NAICS Sector (Two-digit Code)	Credential Issue Date	Postsecondary Exit Date

**Under the column "Credential Type," enter a letter (A, B, C, or D) corresponding to the appropriate credential type from the list below:

- A. An industry-recognized certificate or certification;
- B. A certificate of completion of an apprenticeship;
- C. An occupational license recognized by the state or by the federal government; or
- D. An associate or baccalaureate degree.



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Attendance

Programs are required to maintain a complete record of student daily attendance for each student during the program year. Programs have the option of recording a student's daily attendance on the "Daily Attendance" table below or maintaining documentation of daily attendance for each student organized by class. If programs maintain attendance documentation by class or for participation in approved distance education materials, the documents may be kept separately from the student folder, but must be readily available upon request.

DAILY ATTENDANCE												
DATE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
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25												
26												
27												
28												
29												
30												
31												
Total												
YTP												

I certify that the attendance recorded above or maintained in separate documentation is accurate.

Staff Signature: _____ Date: _____