 [](http://www.google.com/url?sa=i&rct=j&q=texas+workforce&source=images&cd=&cad=rja&docid=4KEd1u5frQe_LM&tbnid=1P_aEB5z5-72cM:&ved=0CAUQjRw&url=http://www.timesrecordnews.com/photos/2013/may/11/82681/&ei=TB6mUcaoJoaA9gTykYGABA&bvm=bv.47008514,d.dmQ&psig=AFQjCNF0hyz13EhPSy8FnGNCocBK7E5CWw&ust=1369927592109867)

**Dr. Jesus H. Chavez Ricardo Rivera**

**Superintendent Director**

BISD Adult Continuing Education Consortium for Cameron County

**2023-2024**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher/Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am/pm/eve

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (student’s name) \_\_\_\_*/\_\_ \_/ \_\_\_* (DOB) Participant ID# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

****  **Planned Gap  Program Exit**

**** Student is exiting and will not be returning

**** Planned Gap student will be taking a leave of absence for more than 3 months. Expected date of return: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Student has accumulated \_\_\_\_\_\_\_\_\_\_\_\_\_ hours**

Check those that apply:

|  |  |
| --- | --- |
| Attending College  Job acquisition  Relocation  Lack of Childcare  GED Completion | Lack of Transportation  Family or personal Illness  Vacation  Lack of Interest  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

 **Tested Below the hours**

Exceptions that allow testing below the required minimum number of hours between pretest & posttest, as outlined by the test publisher, should be rare and limited, and all justifications for early testing must be documented on the TEAMS Participant’s Note page & maintained in the participant’s file for monitoring purposes. Justifications for early testing may include, but are not limited to, the following:

****  The participant, due to the intensity of program or quality of instruction, has made progress more quickly than the publisher’s

recommended number of hours.

**** The participant is anticipated to leave the program before reaching the minimum number of recommended hours and has made

progress.

**** The participant is determined to be test ready, intends to take the HSE exam, and will not return to the program for a posttest.

****  The provider can document that instructional time has been reduced in order to meet an employer objective in a workplace literacy

class

**** Other Justification: Student has accumulated \_\_\_\_\_\_\_\_ hours

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**** **Student meeting minimum hours without a progress test**

Number of hours reached\_\_\_\_\_\_\_\_ Reason student was not progressed tested.

**** Attending college **** Job acquisition **** Lack of Childcare ****  GED Completion **** Lack of Transportation

**** Vacation **** Relocation **** Lack of Interest  **** Family or personal Illness

**** Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Program Noncompletion**

The student has not attended class since \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I have contacted the student

*Date*

**** via telephone conversation **** text message **** WhatsApp **** email. Student decided to discontinue participating in the

program.

**** Unable to contact student **Student has accumulated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hours.**

**Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Teacher Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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