 

 **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

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

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**** **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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