

NCES Code grid

# Annual School Report for GED Options

## INSTRUCTIONS

Use only BLACK ink to complete this form. Print clearly and legibly using block letters.

Use one character per block.

Completely remove any answers you wish to change.

Do not make any marks other than writing in the boxes and filling in the circles (stray marks on the sheet may result in incomplete information being recorded).

Please follow the instructions closely so that your information is properly recorded.

If your form does not include a NCES school code, please see your school administrator or visit the following website. <http://nces.ed.gov/ccd/schoolsearch/>

School Year: 2004-2005

NCES Public School Code:

NCES Public School Code grid

School Name:

School Name grid

Address:

Address grid

City:

State grid

State:

Zip grid

Zip:

Date grid

Date:

Person Completing Report: \_\_\_\_\_

Title: \_\_\_\_\_

*The information in this report is accurate to the best of my knowledge.*

Date grid

Signature of Superintendent or Chief Administrative Officer

Date

Print Name:

First Name

First Name grid

Last Name

Last Name grid

Telephone Number:

Telephone Number grid



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**DEMOGRAPHIC INFORMATION**

*Student Population and Students who participated in the GED Option*

**SCHOOL POPULATION**

White		Black, African American, African Descent		Hispanic Origin or Descent	
Male	Female	Male	Female	Male	Female
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian		American Indian or Alaska Native		Native Hawaiian or Pacific Islanders	
Male	Female	Male	Female	Male	Female
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**NUMBER OF STUDENTS ENROLLED IN GED OPTION BY AGE**

Age 16		Age 17		Age 18		Age 18+	
Male	Female	Male	Female	Male	Female	Male	Female
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**NUMBER OF STUDENTS ENROLLED IN GED OPTION BY RACE/ETHNICITY**

White		Black, African American, African Descent		Hispanic Origin or Descent	
Male	Female	Male	Female	Male	Female
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian		American Indian or Alaska Native		Native Hawaiian or Pacific Islanders	
Male	Female	Male	Female	Male	Female
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**NUMBER OF IDEA STUDENTS WHO COMPLETED ENTIRE BATTERY**

White		Black, African American, African Descent		Hispanic Origin or Descent	
Male	Female	Male	Female	Male	Female
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian		American Indian or Alaska Native		Native Hawaiian or Pacific Islanders	
Male	Female	Male	Female	Male	Female
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



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### INSTRUCTIONAL CONTENT

Describe the type of instruction given in the GED Option program at your school by making dark marks that completely fill the circles and provide the number of hours in appropriate boxes. Complete the grid by following the instructions below:

1. Mark each instructional content area listed under the first column that applies and list the number of hours per week for each;
2. Mark all types of material used for each content area;
3. For each content area that you marked, list the number of hours per week for each type of instruction;
4. Make solid, dark marks that completely fill the circles; and
5. For the number of hours use decimals. The decimal point has been provided. **Please round minutes to the nearest quarter. (e.g., 1.25, 2.50, 3.00, 3.75). Fifteen minutes = .25; thirty minutes = .50; and forty-five minutes = .75.\*\***

Instructional Content		Type of Material			Type of Instruction		
Please darken the circle if your school uses the instructional content list below.	Number of Hours Per Week  **(Please use decimals only.)	Instructor - prepared material	GED Instructional Text/CAI Material	Other Published CAI Material	One-on-One	Group	Computer Assisted
					Hours Per Week  **(Please use decimals only.)	Hours Per Week  **(Please use decimals only.)	Hours Per Week  **(Please use decimals only.)
Reading <input type="radio"/>	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
Math <input type="radio"/>	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
Social Studies <input type="radio"/>	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
Science <input type="radio"/>	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
Writing <input type="radio"/>	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
Workforce Development <input type="radio"/>	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
State Competency Test Preparation <input type="radio"/>	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
Life Skills Training <input type="radio"/>	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
Elective (e.g., band) <input type="radio"/>	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>



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**Instructional Delivery - Describe how instruction is delivered and the resources that are available to deliver the instruction. Check the following items that best describe your school's program.**

**Number and status of instructors assigned to the program:**

**Number of Instructors**

- 1
- 2
- 3
- 4
- 5+

**Status of Instructors**

- All full-time
- All part-time
- Some full-time, some part-time

**Number and status of instructor aids assigned to the program:**

**Number of Instructor Aids**

- 1
- 2
- 3
- 4
- 5+

**Status of Instructor Aids**

- All full-time
- All part-time
- Some full-time, some part-time

**Instructor to Student ratio**

- 1:5 or less
- 1:6-10
- 1:11-15
- 1:16-20
- 1:21+

**Instructor Aid to Student ratio**

- 1:5 or less
- 1:6-10
- 1:11-15
- 1:16-20
- 1:21+

**Hours of Instruction and /or experiential learning required per week to meet state standards:**

- 0 hours
- 1-5 hours
- 6-10 hours
- 11-15 hours
- 16-20 hours
- 21+ hours



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**Hours of core academic instruction required per week:**

- 0 hours   
 1-5 hours   
 6-10 hours   
 11-15 hours   
 16-20 hours   
 21+ hours

**Hours of non-academic or supervised indirect learning experience required:**

- 0 hours   
 1-5 hours   
 6-10 hours   
 11-15 hours   
 16-20 hours   
 21+ hours

**Instructional delivery methods/strategies (Check all that apply):**

- Students have individualized study plan   
 Small-group instruction   
 Technology assisted instruction  
 Large-group instruction   
 Individualized instruction

**Instructional delivery methods/strategies (Check all that apply):**

- Sufficient number of textbooks  
 Sufficient number of computers  
 Adequate Supplies  
 Adequate separation of group and individual study space  
 Adequate classroom space(s) for the number of students  
 Access to regular or comparable high school facilities/services available to traditional high school students

**Student who participate in the GED Option have these characteristics (Check all that apply):**

- Student is currently enrolled in school  
 Student is 16 years old  
 Student is 17 years old  
 Student is 18 years old or older  
 Student is at least one year deficient in credits and unable to graduate with peers  
 Student is at least two years deficient in credits; unable to graduate with peers  
 Student is identified as highly likely to drop out of school  
 Student achieves a specified minimum score on the Official GED Practice Test and/or some other standardized screening test.  
 Past academic performance indicates ability to achieve program requirements  
 School record indicates no current seriously disruptive behavioral or emotional problems  
 Standardized test scores indicate ability to achieve  
 Student does not require remediation in order to use 10th grade level instructional materials  
 Student is in a program for adjudicated youth



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**Student selection process - Describe the process by which students are identified and selected to participate in the GED Option. Check all the following items that describe your school's program.**

**Referral can be initiated by (check all that apply):**

- Teachers
- Counselors
- Administrators
- Disciplinary Team
- Others; please specify

**Who participates in the decision about the appropriateness of the GED Option? (Check all that apply)**

- Student
- Teachers
- Parents/Guardians
- Principal/Vice Principal
- Counselors
- Administrators
- Social Worker
- Other; please specify

**Preliminary counseling about the program is given to:**

- Student
- Parent/Guardian

**Educational program options available to the student are explained to:**

- Student
- Parent/Guardian

**Participation in program agreed to in writing by: (Check all that apply)**

- Student
- Parent/Guardian
- School Official (program official; school representative)
- Student volunteers to enter program
- Other; please specify



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**Counseling services - Describe the counseling services that are available and provided to students in the GED Option. (Check all that apply to your school's program.)**

- Students have access to counseling services at the instructional site
- Students have access to counseling services at an alternative site
- Counselors meet state certification standards
- Counseling provided upon entry
- Counseling provided during participation
- Academic counseling provided
- Personal counseling provided
- Career counseling provided
- Transition counseling is provided
- Counseling provided to individuals at specific time intervals
- Counseling provided only if student requests
- Counselors document major points of counseling sessions
- Counselors maintain formal counseling records

**Number and status of counselor(s) assigned to the GED Option program:**

**Number of Counselors**

- 0
- 1
- 2
- 3
- 4
- 5+

**Status of Counselors**

- Part-time
- Full-time
- Some full-time, some part-time



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**Ratio of counselors assigned to the GED Option and all students served by counselors (check only one):**

- 1:50 or less
- 1:51 - 100
- 1:101 - 200
- 1:201 - 300
- 1:101 and higher

**GED Test Administration - Describe how GED testing is scheduled and coordinated for GED Option students. (Check all that apply to your school's program)**

- Testing schedule is coordinated between GED Option staff and staff from nearby GED Testing Center(s)
- Testing dates are set when students have studied sufficiently to pass
- Testing is scheduled near the end of the school year
- Testing is scheduled whenever the student feels ready

**Award of Diplomas - Describe what diploma or other certificate is awarded to GED Option students who successfully complete the GED Option. (Check all that apply to your school's program)**

- Students passing the GED Tests are awarded a High School Equivalency Diploma/Credential
- Students passing the GED Tests are awarded a High School Diploma
- Students passing the GED Tests are awarded a Certificate
- Students passing the GED Tests are awarded a GED equivalency diploma

**Graduation Ceremonies - Describe the kind of recognition that successful GED Option students receive from the school. (Check all that apply to your school's program)**

- No formal graduation ceremony is held
- Program graduates participate in the regular High School graduation ceremony
- A formal ceremony is held for all successful GED Option graduates





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**Other instructional content in your program not listed:**

**Additional information about instructional delivery/resources:**

**Additional information about student selection criteria or process:**

**Additional information about counseling services:**



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**Additional information about the credential awarded:**

**Additional information about graduation activities:**

**If warranted, write down any GED Option activities, successful techniques, or emerging issues implemented or encountered during the year that you feel might merit dissemination to other programs. (optional information)**

**If relevant, note any GED Option activities or areas where you feel technical assistance or other help could benefit your school. (optional information)**

