

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Career Education

GUIDELINE NO. 105 (Rev.)
January 11, 2017

SUBJECT: CRITERIA FOR COMPLETION OF ENGLISH AS A SECOND LANGUAGE (ESL), ADULT BASIC EDUCATION (ABE), AND ADULT SECONDARY EDUCATION (ASE) COURSES

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This Guideline supersedes Guideline No. 105 issued on March 14, 2014. The content has been updated to include revisions to completion requirements for ABE.

I. PURPOSE

The purpose of this Guideline is to define the criteria a student must meet in order to be considered a “completer” by the Division of Adult and Career Education in the areas of ESL, ABE, and ASE.

II. INTRODUCTION

In order to document that students have successfully completed the competencies and/or proficiencies of a course, they must be marked on the SIS roster as completers. Students who complete a course may not reenroll in that course. Students who have been incorrectly placed should not be marked as completers.

III. INTRODUCTION

A. ESL Completion Criteria

Course	Criteria for Course Completion
ESL Multi-Level/Education and Career Planning (50-01-50)	<ul style="list-style-type: none"> This course may be repeated at various times in a student's ESL career. Completers should not be marked.
ESL Beginning Low through Advanced Low: <ul style="list-style-type: none"> 50-01-51 50-01-82 50-01-83 50-01-52 50-01-84 50-01-85 50-01-53 50-01-86 50-01-87 50-01-54 50-01-55 50-01-56 	<ul style="list-style-type: none"> A passing score on all components of the DACE ESL Promotional Test Battery for the level. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> A passing score on all but one component of the promotional test with credit given for the component based on in-class performance. <p>Note: The ESL Advanced Low reading section (Part 3) of the promotional test has been replaced by the reading portion of the TABE 9/10 D survey or complete battery. The passing score is 4.0.</p>
ESL Beginning Literacy (50-01-58)	<ul style="list-style-type: none"> Demonstration of the exit language skill proficiencies.
VESL/Beginning Low-Beginning High (50-01-61)	<ul style="list-style-type: none"> Demonstration of the exit language skill proficiencies.
VESL/Industrial and Technology/Automotive Service Careers (50-01-62)	<ul style="list-style-type: none"> Demonstration of the exit language skill proficiencies.
VESL/Business/Customer Service and Office Occupations (50-01-63)	<ul style="list-style-type: none"> Demonstration of the exit language skill proficiencies.
VESL/Health Careers (50-01-64)	<ul style="list-style-type: none"> Demonstration of the exit language skill proficiencies.
ESL/Citizenship (50-01-70)	<ul style="list-style-type: none"> Demonstration of the exit language skill proficiencies and/or passage of the USCIS naturalization exams.

Hours of attendance required for completion of the following courses correspond to the total number of hours for the course as noted on the front of the course outline.

Course	Criteria for Course Completion
ESL Intermediate/ Learning to Converse: A conversation Class in English (50-04-51)	<ul style="list-style-type: none"> Demonstration of the exit language skill proficiencies and 20 hours of attendance.
ESL Multi-Level/Pronunciation Basics (50-04-52)	<ul style="list-style-type: none"> Demonstration of the exit language skill proficiencies and 20 hours of attendance.
ESL Intermediate/English Vocabulary and Idioms (50-04-53)	<ul style="list-style-type: none"> Demonstration of the exit language skill proficiencies and 15 hours of attendance.
ESL Multi-Level/Using Computers and the Internet for English Language Practice (50-04-54)	<ul style="list-style-type: none"> Demonstration of the exit language skill proficiencies and 30 hours of attendance.
ESL Multi-Level/Using Computers and the Internet/CBET (50-04-55)	<ul style="list-style-type: none"> Demonstration of the exit language skill proficiencies, a pre- and post-survey, and 30 hours of attendance.
ESL Multi-Level/Tutoring the Elementary School-age Child/CBET (50-04-56)	<ul style="list-style-type: none"> Demonstration of the exit language skill proficiencies, a pre- and post-survey, and 34 hours of attendance.

B. ESL and Citizenship Distance Learning Completion Guide

Course	Criteria for Course Completion
<ul style="list-style-type: none"> ESL Beginning Low (50-01-91): <i>Learning English</i> ESL Beginning Low (50-01-96): <i>Putting English to Work 1</i> ESL Beginning High (50-01-92): <i>Putting English to Work 2</i> ESL Intermediate Low (50-01-93): <i>Putting English to Work 3</i> ESL Intermediate High/A (50-01-94): <i>Connect with English Episodes 1-24</i> ESL Intermediate High/B (50-01-95): <i>Connect with English Episodes 25-48</i> Citizenship (50-01-90) 	<ul style="list-style-type: none"> The Distance Learning student is identified as a completer once every unit of a course has been successfully completed. To complete a unit and earn attendance, the Distance Learning student must watch the unit's video episode, complete the corresponding workbook exercises, and score 80% or higher on the unit test.

C. ABE Completion Criteria

Course	Criteria for Course Completion
Reading 1 (53-03-64)	<ul style="list-style-type: none"> • Meets minimal competencies outlined on DACE ABE Student Completion Record* for Reading 1.
Reading 2 (53-03-65)	<ul style="list-style-type: none"> • Meets minimal competencies outlined on ABE Student Completion Record* for Reading 2.
Reading 3 (53-03-66)	<ul style="list-style-type: none"> • Meets minimal competencies outlined on ABE Student Completion Record* for Reading 3. • Achieves score of 9.0 on reading portion of TABE 9/10 survey or complete battery.
Basic Language Arts – Beginning (53-03-81)	<ul style="list-style-type: none"> • Demonstration of the course outline exit competencies. • Writing sample demonstrates readiness to advance*.
Basic Language Arts – Intermediate (53-03-82)	<ul style="list-style-type: none"> • Demonstration of the course outline exit competencies. • Writing sample demonstrates readiness to advance*.
Basic Language Arts – Advanced (53-03-83)	<ul style="list-style-type: none"> • Demonstration of the course outline exit competencies. • Writing sample demonstrates readiness to exit*.
Integrated Basic Reading and Language Arts – Advanced (53-05-53)	<ul style="list-style-type: none"> • Successful completion of student assignments. • A score of 80% or higher on Part I of Basic Language Arts Exit Test (grammar and mechanics). • Successful completion of Part II of Exit Test (written response to reading).
Math 1 (53-03-75)	<ul style="list-style-type: none"> • Completion of all assessments with a score of 90% or higher.
Math 2 (53-03-76)	<ul style="list-style-type: none"> • Completion of all assessments with a score of 90% or higher.
Math 3 (53-03-77)	<ul style="list-style-type: none"> • Completion of the TABE 9/10 A math complete battery with a score of 9.0 or higher.

*ABE Course Completion Records and Writing Rubrics are available at:
<http://www.laadulted.com/adult-basic-education-abe-resources/>

D. ASE Completion Criteria

A completer in ASE is a student who demonstrates competency by earning credit and a letter grade in any ASE course.

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