POLICY STATEMENT
Agencies should refer interested and qualified students to the statewide distance learning contractor using the procedure and practices described below.

PURPOSE
To increase educational options for adult learners, the Division of Adult Education contracts with one agency to provide adult basic education services through distance learning. The Division encourages more widespread access to distance learning instruction through a formal referral procedure.

GUIDANCE
Distance learning is defined as formal learning activity in which the instructional activities of learners and instructors are separated by geography, time, or both. Learners may still receive face-to-face instruction while participating in distance learning. To encourage statewide access to distance learning instruction, local agencies will collaborate with the statewide distance learning contractor to provide distance learning opportunities for students. The distance learning contractor will provide distance learning instruction, monitor progress towards goals, collaborate with the referral agency, and report outcomes. Both agencies will work together to support the learner’s progress.

Local Agency Responsibilities:
- complete the adult intake form
- administer an approved adult assessment
- provide an orientation
- screen the potential distance learner for appropriateness
- refer student to statewide distance learning contractor
- provide face-to-face instruction to supplement distance learning instruction as needed
- enter into e-Data v2 per e-Data v2 Instruction Manual:
  - demographic information
  - assessment and goals set with local agency
interaction time, including intake, assessment and orientation
- attendance at any face-to-face instruction
- maintain student files per Division guidelines
- provide case management as needed
- administer a 2nd approved adult assessment (posttest)
- participate in required training

Note: The distance learning student will be included in the referring agency’s performance reporting if the student has at least 12 hours of interaction with the referring agency and all other enrollment criteria are met.

Statewide Distance Learning Contractor Responsibilities:

- provide instruction:
  - The statewide distance learning contractor will provide instruction using distance learning approved curriculum. These materials have been approved because they either track student time on task (clock time model) or have established equivalent student study time (teacher verification model). Distance learning activities identified or developed by the statewide distance learning contractor may also be used to supplement the distance learning approved curricula.

- enter data into e-Data v2 per e-Data v2 Instruction Manual:
  - The statewide distance learning contractor will enter all distance learning instructional hours. Interaction between the distance instructor and learners by telephone, video, teleconference or other online communication where the learner’s identity is verifiable (contact hours) may also be recorded in e-Data.
  - goals set with distance learning contractor

- maintain student files per Division guidelines:
  - Lesson plan copies should be kept on file for any teacher identified or developed distance activity that is used to support approved distance learning curriculum.

- train and support:
  - The statewide distance learning contractor will provide the Distance Learning Overview to agencies that are new to distance learning and will coordinate services with agencies in order to best provide support for the learner.

- provide case management as needed

Note: Learners will only be included in the distance learning contractor’s performance reporting if the student has at least 12 hours with the distance learning contractor and all other enrollment criteria are met.

NRS Reporting:

For federal reporting purposes, all learners receiving a minimum of 12 hours of interaction/instruction with the distance learning contractor will be reported to the National Reporting System (NRS) as distance learners.