Department of Education

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# ADULT EDUCATION MEMO NO. 073-24

**DATE:** June 24, 2024

**TO:** Adult Education Program Administrators

**FROM:** Dr. J. Anthony Williams, Director

Office of Career, Technical, and Adult Education

## SUBJECT: Opening the Program Year 2024-2025

The purpose of this Memo is to announce the availability of several key documents and activities for grant management during Program Year (PY) 2024-2025 which begins **July 1, 2024**.

**Adult Education Data Entry**

The PY2024-2025 data collection in the LACES database will be open on July 1, 2024 for programs to establish classes and enter data such as attendance and assessment scores. Programs will not be able to run NRS Tables on new students or classes until the previous PY is closed for federal reporting. The date for this closure will be communicated with programs. For student intake, programs must use either the 2024-2025 ***Adult Student Profile Document*** (ASDP), which will be available on this [webpage](https://www.doe.virginia.gov/teaching-learning-assessment/specialized-instruction/adult-education/grants-funding), or the LACES Student Portal when it is launched in July. Signed ASPDs must be uploaded into the student’s record within LACES; the Student Portal creates a student record.

**Assessment and Distance Education Policy**

The PY2024-2025 [***Assessment and Distance Education Policy for Virginia Adult Education and Literacy Programs***](https://www.doe.virginia.gov/home/showpublisheddocument/34728/638403121344770000)is posted. This policy is in effect as of **July 1, 2024**; there are no significant changes in the policies from the previous year. However, an extension through PY2024-2025 for previously approved assessments for English language acquisition was published in [Director’s Memo 70-24](https://www.doe.virginia.gov/home/showpublisheddocument/54614/638524146496300000). The VDOE anticipates publishing additional Director’s Memos to reflect recently announced changes to the National Reporting System and new tests that are slated for federal approval. The ***Approved Distance Education Curricula List*** has been updated and is available [online](https://valrc.org/resource/approved-distance-education-curricula/) through the Virginia Adult Learning Resource Center.

**Adult Education Calendar of Due Dates and GED® Credential Fees**

The PY2024-2025 ***Calendar of Due Dates*** has been posted at this [webpage](https://www.doe.virginia.gov/teaching-learning-assessment/specialized-instruction/adult-education/grants-funding). This calendar specifies quarterly and final fiscal reporting deadlines for each funding stream.

Watch for information on changes to the costs to students to order their initial printed GED® certificate as well as those who order a duplicate transcript or certificate. The VDOE will communicate the new procedures and costs when they are finalized.

If you have further questions, please contact Heidi Silver-Pacuilla, Ph.D., Adult Education Coordinator, by email at [OAEL@doe.virginia.gov](mailto:OAEL@doe.virginia.gov) or by telephone at (804) 774-2347.

JAW/HSP