MEMORANDUM

TO: District Superintendents
   Adult Education Directors

FROM: Michael R. King
       Director, Office of Adult Education

DATE: April 22, 2020

RE: Adult Education Distance Learning Update

The South Carolina Department of Education – Office of Adult Education (OAE) continues to monitor guidance from the United States Department of Education – Office of Career, Technical, and Adult Education (OCTAE) as it pertains to adult education to provide support for programs during the COVID-19 pandemic. As noted in the Assessment Policy, adult education programs had the ability to provide instruction from a distance for some time. To support distance education efforts, the OCTAE has granted states flexibility when using the following models:

Clock Time Model - assigns contact hours based on the elapsed time that the participant is connected to, or engaged in, an online or stand-alone software program that tracks time.
   • The approved characteristics for this model have been expanded to include software that does not have a time stamp. The instructional hours collected through use of software without a time stamp feature may be included in LACES for all days where the student did not attend face-to-face classroom instructions.
   • Instructional hours collected through virtual class meeting platforms may also be included in LACES.

Teacher Verification Model - assigns a fixed number of hours of credit for each assignment based on teacher determination of the extent to which a participant engaged in, or completed, the assignment.
   • The OAE will allow instructional hours collected through this model to be included in LACES. Guidance that includes a standard for how providers of adult education will handle this model has been developed.
**Learner Mastery Model** - assigns a fixed number of hours of credit based on the participant passing a test on the content of each lesson.

- The OAE will allow instructional hours collected through this model to be included in LACES. Guidance for how providers of adult education will handle this model has been developed.

The requirement for the first 12 hours of face-to-face contact for distance education, for reporting purposes, is being waived for the remainder of the 2019-20 program year.

- Students newly enrolled in distance learning programs and who were not receiving classroom instruction before COVID-19-related program closures must meet the 12-hour requirement before being considered an Adult Education and Family Literacy Act participant. The 12-hour enrollment requirement for distance learners can be met by accruing contact hours through telephone, video, teleconference, or online communication, where participant and program staff can interact, and through which participant identity is verifiable.

If there are any questions or a need for additional information, please contact Kammie Reed, OAE Education Associate, at kreed@ed.sc.gov or me at mrking@ed.sc.gov.