Instructions for Adult Education RFP Data Tables for Current Providers

Instructions for Table 3.1 – Page 7 of the RFP Application

In AESIS, select the year you want to evaluate. Any quarter from that year can be used. Click **Update** to get to the **Main Menu**.

To find the information needed for the Reading, Writing, and Mathematics measures, go to the **Student** section and select **List Reports**. Then, go to **Section B – Test Forms**. Select **ABE** from the first drop-down menu and **Reading** from the second menu. Click **Go**. From this list, you will tally the total number of participants who have over 12 hours. This will be your denominator. You will also tally the number of participants who improved, and this will be your numerator. You will follow this same procedure to find the numbers for Writing and Mathematics, and you will do the same operation for FY16, FY17, and FY18. If a student improved in multiple categories, you will count them in each area.

For English Language Acquisition (if applicable) you will still be in **Section B – Test Forms**. Select **ESL** from the first menu and **Reading** from the second menu. Then check **Listening** and **Writing**. Tally the students as you did with the ABE categories. You can only count a student’s improvement once, so even if the student improved in Reading and Listening, they still just count as one student showing improvement.

For the attainment of secondary school diploma or its recognized equivalent, go to the **Student** section and click on **Reports**. Go to **Section B** and select **16 – Participants Testing for a H.S. Diploma Equivalency**. Scroll to the bottom of the report to find the requested percentage.

For the transition to postsecondary education and training, go to the **Student** section, and click on **Reports**. Go to **Section B** and select **3 – Placement in PSE**.

For employment, go to the **Student** Section, and click on **Reports**. Go to **Section G** and select **Table 5 – Core Follow-up Outcome Achievement**. Use the numbers for **Employment Second Quarter after exit**.

Consideration 3 Data Tables – Pages 11 and 12 of the RFP Application

For the measurable skill gain information, go to the **Main Menu** in AESIS. Then go to the **Student** section and select **Reports**. Go to **Section G** and select **Table 4 – Measurable Skill Gains by Entry Level** to find the necessary information.

For the remaining categories in that table, stay in **Reports, Section G**. Select **Table 5 – Core Follow-up Outcome Achievement**.