RI Adult Education
LD Designee Training
January 19, 2017
1:00 Best Practices for Intake
1:30 Staff training on disability.
Time will be given to work on documentation of training.
2:10 Draft materials for Student Checklists and Simplified Teacher RTI process
2:50 Feedback and Plan for April Training

Intake Best Practices
• Write 3 questions you have about intake best practices.

News and Reminders
• Adult Education Bill of Rights
• Wilson / OG phonics instruction group
• Coordinating Calendars for Smoother Referrals
• Feedback for today’s session: pens and pencils ready!

Intake Best Practices
• Written Procedures
• Handbook
• Scripts
• Staff Training

Intake Best Practices
• Info sessions
• Intake Forms
  • Testing
  • Orientation
• List 3 best practices for keeping entry to programs equally accessible.

Training Documentation
• What training have you decided on for this year?
• Where are you in the process: planned / conducted / documented?
• Do you need additional information / resources to deliver training to your staff?
• How are you gathering documentation of training?
**Student Checklist / Simplified Adult Education RTI Process**

- Scaffolds adult students in the process of understanding their communication needs.
- Provides prompts to help students and teachers troubleshoot communication challenges.
- Please mark sheets with your comments and suggestions!

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**Simplified Adult Ed RTI**

- Support teachers with 2-4 extra hours before class starts and 2-4 extra hours at class midpoint.
- Teachers choose 1-3 specific standards.
- Teacher identifies practice activities for each standard.
- Teacher reviews delivery of instruction at class midpoint.
- Teacher meets 1:1 with students to review effectiveness of instruction.
- Working with RIDE to offer stipends to teachers who try it out and participate in feedback process this spring.

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**THANKS!**

- Please Hand Back Carbon Copy of Feedback Forms!
- Please also complete anonymous feedback and leave on table!
- Next Designee Meeting is April 13 – 1-3 PM location TBD