

# RSM 2, Attachment 300-2

## Educational Goal Entry Guide

Updated 07/20

### Educational Goal Uses

1. Documenting a consumer's current enrollment in high school and for consumers involved in post-secondary education or training leading to a recognized credential.
2. Documenting **Credential Attainment and Measurable Skills Gains** for reporting on WIOA Common Performance Indicators.
3. Documenting **"Student with Disability" status** for accessing Pre-ETS funds.

### General Pointers for Creating Educational Goal Records

- Update this section immediately as the individual proceeds from one goal to the next.
- The Begin Date shown on the Education Page in Section 1- Educational Goal must match the Begin Date shown in Section 3- School.
- An educational goal is "active" until the date entered in the "Actual End Date" field.
- An individual may have more than one active educational goal at a time.

### For All Educational Goals:

- Enter an educational goal for consumers in high school and for consumers involved in post-secondary education or training leading to a recognized credential.
- AWARE™ indicates an individual who is less than age 22 is a "Student with a Disability" when the Education page contains an active educational goal to complete a grade in secondary or post-secondary education.
- For a high school student who will continue in secondary or post-secondary education, immediately creating the new educational goal with a begin date starting the day after the end date of the previous education goal will ensure uninterrupted access to the Pre-Employment Transition Services (Pre-ETS) Fund until the student reaches age 22.
- For a student in post-secondary or graduate education, select the educational goal based upon the highest academic year in which the individual is enrolled, regardless of whether the individual is a full-time or a part-time student, This decision can be based on how the school defines the academic year, such as credit hour or equivalent.

### General Pointers Regarding Educational Goal Outcomes

#### For Educational Goals Created After the IPE:

- Timely documentation is key.

- It is necessary to document BOTH when an individual STARTS to pursue and educational goal AND when an individual ENDS pursuit of an educational goal.
- When documenting an actual end date for an Educational Goal record that an individual did NOT complete, select:
  - “Did not Complete Grade” when the goal was to complete a grade in secondary school and the individual dropped out before completing the grade, or
  - “Did Not Successfully Complete Year of Study” when the goal was to complete a year of post-secondary education and the individual did not earn enough credits to move from one academic level to another (e.g., Freshman to Sophomore), or
  - “No Longer Enrolled” when the goal was any other (e.g., Apprenticeship, GED, etc.).
- When documenting that an individual completed 12th Grade, select:
  - “Earned High School Diploma” when the individual graduated with a high school diploma, or
  - “Grade Complete” when you need to create another educational goal record to document additional years in high school after 12th.
- When documenting that an individual completed “Additional Years,” select “Earned High School Diploma,” or “Earned Special Education Certificate.”

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### Scenario 1 – Student in High School with Goal to Complete a High School Diploma

Education documentation requirements when the IPE is developed may be satisfied for students currently in high school and planning to complete a High School Diploma by completing the Highest Elementary/Secondary Level Completed on the Characteristics at Plan page then creating an Educational Goal to indicate current enrollment:

**Example: An 11<sup>th</sup> grade student is planning to graduate with a Diploma.**

1. On **Characteristics at Plan** page, enter 11 to indicate the Highest Elementary/Secondary Level Completed.
2. Create an educational goal record for the individual’s **current grade**. Do not enter Actual End Date or Outcome:
  - Education Goal: **Complete 11th Grade**
  - Begin Date: **6/2/2017** (Treat the day after the student completes the previous grade in high school as the student’s enrollment date in the next school year to ensure uninterrupted access to the Pre-ETS Fund.)
  - Expected End Date: \*Required Field; used to create **Educational Goal Actual End Activity Due reminder**

- Actual End Date: **Leave blank until complete.** (Indicates active Educational goal and documents “Student with Disability” status, allowing access to Pre-ETS funds until individual turns age 22.)
  - Outcome: **Leave blank unless actual end date is completed.**
3. Select “**Achieving secondary school diploma or equivalent is a goal**” under Participant Responsibilities on the IPE. **Note:** This is mandatory for all students pursuing a high school diploma or its equivalent, as it enables DORS to receive credit when counselors record student progress through high school as Measurable Skills Gains.

**Note: When consumer enrolls in an educational activity, create another educational goal record for the individual’s current education goal.**

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## Scenario 2 – Student in High School Planning to Exit High School with Special Education Certificate of Completion

Education documentation requirements may be satisfied for students currently in high school and pursuing a High School Certificate of Completion by completing the Highest Elementary/ Secondary Level Completed on the Characteristics at Plan page then creating an Educational Goal to indicate current enrollment:

**Example: A 19 year-old student has completed 12 grades and plans to exit high school with a Certificate of Completion after turning age 21.**

1. On **Characteristics at Plan** page, enter 12 to indicate the Highest Elementary/Secondary Level Completed.
2. Create an educational goal record for the individual to “Complete Additional Years with High School Certificate of Completion”. Do not enter End Date or Outcome.
  - Education Goal: **Complete Additional Years with High School Certificate of Completion**
  - Begin Date: **6/2/2017** (Treat the day after the student completes the previous grade in high school as the student’s enrollment date in the next school year to ensure uninterrupted access to the Pre-ETS Fund.)
  - Expected End Date: \*Required Field; used to create **Educational Goal Actual End Activity Due reminder**
  - Actual End Date: **Leave blank until complete.** (Indicates active Educational goal and documents “Student with Disability” status, allowing access to Pre-ETS funds until individual turns age 22.)
  - Outcome: **Leave blank unless actual end date is completed.**

**Note: When consumer enrolls in additional educational activity, create another educational goal record for the individual’s current education goal.**

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### **Scenario 3 – Out-of-school Youth and Adults Whose Highest Level of Education Completed Is a Grade in Elementary or Secondary School with No Current Educational Goal**

Education documentation may be satisfied for out-of-school youth and adults with an elementary or secondary school education by completing the Highest Elementary/Secondary Level Completed on the Characteristics at Plan page.

**Example: An individual born in 1980 dropped out of high school during their 10<sup>th</sup> grade year.**

1. On Characteristics at Plan page, enter 9 to indicate the Highest Elementary/Secondary Level Completed.

**Note: When consumer enrolls in an educational activity, create another educational goal record for the individual's current education goal.**

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### **Scenario 4 – Out-of-school Youth and Adults Who Exited High School with a Special Education Certificate of Completion**

Education documentation requirements may be satisfied for out-of-school youth and adults who exited secondary school with a special education certificate of completion by completing the Highest Elementary/Secondary Level Completed on the Characteristics at Plan page:

**Example: A 22 year-old student exited high school at age 21 with a special education certificate of completion.**

1. On **Characteristics at Plan** page, enter 12 to indicate the Highest Elementary/Secondary Level Completed.
2. On **Characteristics at Plan** datapage, enter “**Special Education Certificate or Diploma**” in the Credentials Earned section, along with an approximation of the Date this credential was attained.

**Note: When consumer enrolls in additional educational activity, create another educational goal record for the individual's current education goal.**

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### **Scenario 5 – Out-of-school Youth and Adults Currently Enrolled in GED/External Diploma Classes**

Education documentation requirements may be satisfied for out-of-school youth and adults enrolled in GED/External Diploma Classes by completing the Highest Elementary/Secondary Level Completed on the Characteristics at Plan page then creating an Educational Goal to indicate current enrollment:

**Example: An individual born in 1990, who dropped out of high school during their 11th grade year, enrolled in GED/External Diploma Classes. In this example, the consumer's last completed grade is 10<sup>th</sup>.**

1. On **Characteristics at Plan** datapage, enter 10 to indicate the Highest Elementary/Secondary Level Completed.
2. Create an educational goal record for the **current education goal**:
  - Education Goal: **Complete Adult Secondary Education (GED or External Diploma Program)**
  - Begin Date: **8/1/2017** (Date enrolled in GED/External Diploma Program)
  - Expected End Date: \*Required Field; used to create **Educational Goal Actual End Activity Due reminder**
  - Actual End Date: **Leave blank until complete.**
  - Outcome: **Leave blank unless actual end date is completed.**
3. Select "**Achieving secondary school diploma or equivalent is a goal**" under Participant Responsibilities on the IPE. **Note:** This is mandatory for all students pursuing a high school diploma or its equivalent, as it enables DORS to receive credit when counselors record student progress through high school as Measurable Skills Gains.

**Note: When consumer enrolls in an educational activity, create another educational goal record for the individual's current education goal.**

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## **Scenario 6 – Out-of-School Youth and Adults with Some Post-Secondary Education Leading to a Recognized Credential**

Education documentation requirements may be satisfied for out-of-school youth and adults with a High School Diploma who have completed some post-secondary education leading to a recognized credential by creating two entries on the "Education at Plan" section of the Characteristics at Plan datapage.

**Example: An individual born in 1970 has already completed 60 credits leading to a Bachelor's Degree.**

1. On **Characteristics at Plan** page, enter 12 to indicate the Highest Elementary/Secondary Level Completed.
2. On **Characteristics at Plan** datapage, enter "**High School Diploma**" in the Credentials Earned section, along with an approximation of the Date this credential was attained.
3. On **Characteristics at Plan** page, enter 2 to indicate the Highest Postsecondary Level Completed.

- The previously completed year, based on how the school defines the academic year or the number of credits already earned (excluding remedial education), is the highest level of post-secondary education completed
- As a rule of thumb, base Highest Postsecondary Level Completed on how the school defines the academic year or the number of credits earned toward the credential (excluding remedial education):
  - **Less than 30 credits completed** – The individual is a freshman. Assuming individual has not completed any other form of post-secondary education, Educational Goal 1 already documents the highest level of education achieved. Document current educational enrollment (as discussed below in Educational Goal 3).
  - **30 – 59 credits completed** – The individual is a sophomore.
  - **60-89 credits completed** – The individual is a junior.
  - **90 or more credits completed** – The individual is a senior.

**Note: When consumer enrolls in an educational activity, create another educational goal record for the individual's current education goal.**

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### **Scenario 7 – Out-of-School Youth or Adults with Post-Secondary Education and Currently Enrolled in Additional Post-Secondary Education**

Education documentation requirements may be satisfied for individuals with a High School Diploma whose highest level of education was post-secondary who are currently pursuing additional post-secondary education by creating two entries on the “Education at Plan” section of the Characteristics at Plan datapage, and one Educational Goal to indicate current enrollment:

**Example: An individual with an AA Degree is pursuing a Bachelor's degree.**

1. On **Characteristics at Plan** page, enter 12 to indicate the Highest Elementary/Secondary Level Completed.
2. On **Characteristics at Plan** datapage, enter “**High School Diploma**” in the Credentials Earned section, along with an approximation of the Date this credential was attained.
3. On **Characteristics at Plan** page, enter 2 to indicate the Highest Postsecondary Level Completed.
4. Create an educational goal record for the current level of post-secondary education:
  - Education Goal 3: **Complete Post-Secondary Training: College 3<sup>rd</sup> Year**
  - Begin Date: **9/1/2006** (Date enrolled in 3rd year of college)
  - Actual End Date: **Leave blank until complete.**
  - Outcome: **Leave blank until actual end date is completed.**