



WV SCHOOLS OF DIVERSION AND TRANSITION ORGANIZATIONAL PROCEDURES

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| INTAKE PROCESS FOR ADULT EDUCATION PROGRAMS | Section | Program and Services |
| | Number | 4.3 |
| | Effective Date | 09-01-16 |
| | Revision Date | 11-01-16 |
| | Revision No. | 1 |
| | Approval: | <i>Jackie Deen</i> |

1.0 PURPOSE:

To provide for a standard intake process used to: (1) assess a students' current educational status; (2) gather information on the students' strengths, abilities, interests, personal goals and needs; and (3) screen students for the purposes of identification and referral for special education; and (4) assist in the development of an Individual Reentry Program Plan (IRPP) or an Individualized Education Program (IEP) for all students.

2.0 APPLICABILITY:

Procedures apply to all Diversion and Transition Programs located in state adult correctional facilities.

3.0 POLICY STATEMENT:

The consistent implementation of standardized intake procedures ensures each student is provided an opportunity to better understand his/her current education levels and to more effectively participate in making the best decision possible regarding his/her individual program.

4.0 DEFINITIONS:

"Open Gate" is defined as the common orientation provided by the lead teacher or designee to familiarize new students with the programming offered at the adult state correctional facility.

5.0 PROCEDURES:

- 5.1** The principal/lead teacher or designee shall conduct an interview with a new student upon enrollment in the education program in order to determine assessment(s) needed and program(s) recommended.
- 5.2** The principal/lead teacher or designee shall verify education and related information.
- 5.3** The principal/lead teacher or designee shall conduct educational screening/diagnostic activities within 30 days of enrollment on any academic or vocational program to determine educational levels. These activities include, but are not limited to, assessment of basic skills, learning styles and vocational interests and aptitudes, when appropriate.
- 5.4** The principal/lead teacher or designee shall conduct an "Open Gate" program with each student referred to Institutional Educational Programs as an orientation to the facilities' programming.

- 5.5 The principal/lead teacher or designee shall review all relevant intake data to make a determination of appropriate class (es) for enrollment as per recommendation of the host agency IRPP.
- 5.6 Assessments of all age eligible students, under age of 21, shall be reviewed to make a determination for referral for special education testing, if deemed appropriate. This review is to be conducted by the special needs instructor, principal or lead teacher with input from the student.

6.0 **DEFINITIONS**

State Board of Education Policy 1471: *Regulations for Adult Diversion and Transition Programs, Section 5 Implementation Procedures.*