**Local Workforce Area Outstationing Report Example**

|  |  |  |  |
| --- | --- | --- | --- |
| Local Workforce Area: | Local Workforce Area 1 | Adult Education Agency: | Adult Education Agency B |
| Coordinator: | Adult Education B Coordinator | | |

1. **Referrals to Adult Education Agencies**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Agency** | **# referred** | ***# enrolled*** | ***#***  ***wait-listed*** | ***#***  ***opt-out*** | ***#***  ***no-show*** | ***# unknown*** |
| Adult Education Agency A | 12 | *6* | *2* | *1* | *0* | *3* |
| Adult Education Agency B | 10 | *8* | *0* | *0* | *2* | *0* |
| Adult Education Agency C | 5 | *1* | *1* | *0* | *0* | *3* |
| **Totals** | **27** | ***15*** | ***3*** | ***1*** | ***2*** | ***6*** |

(Please add more rows if needed)

***COMMENTS:*** \_Adult Education Agency C offers morning classes. The majority of customers served this period were interested in evening services. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **MassHire Career Center Registrations**

|  |  |  |
| --- | --- | --- |
| **Agency** | **# orientation** | **# registered** |
| Adult Education Agency A | 0 | 0 |
| Adult Education Agency B | 12 | 10 |
| Adult Education Agency C | 20 | 18 |
| **Totals** | **32** | **28** |

(Please add more rows if needed)

***COMMENTS:*** \_The MassHire Career Center holds office hours at Adult Education Agency A once a month. Adult Education Agency A’s registrations are done at that time by Adult Education Agency A staff. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Activities**
   1. Presented at Adult Education Agency C: 20 students and four staff members
   2. Presented to 15 MassHire Career Center staff on adult education agencies.
   3. Presented information about adult education agencies at 10 career center seminars between August and December.
   4. Attended fall Southeast SABES Advisors Sharing Group meeting.