

Countable Outcomes Requiring Valid and Reliable Data/Documentation

Student Goal	Main	Date Set	Date Met	Quarterly Follow Up	Definition	Required Documentation
1. a. Enter Employment				Jan-Mar Apr-Jun Jul-Sep Oct-Dec	Currently unemployed student gets a job and earns wages one quarter after the goal has been set.	Data match if SSN is provided Survey student if SSN is not provided
1. b. Retain New Employment				Jan-Mar Apr-Jun Jul-Sep Oct-Dec	Student who gets a job continues to be employed in the third quarter after the Retain Employment goal has been met.	Data match if SSN is provided Survey student if SSN is not provided
2. Retain Current Employment				Jan-Mar Apr-Jun Jul-Sep Oct-Dec	Student who is currently employed continues to be employed in the third quarter after the Retain Current Employment goal has been set.	Data match if SSN is provided Survey student if SSN is not provided
3. Obtain GED				Jan-Mar Apr-Jun Jul-Sep Oct-Dec	Achieves score that qualifies for GED during enrollment; or up to 8/5 in prior fiscal year ending 6/30; or after 8/5 in current fiscal year up to 6/30.	Data match regardless of whether or not SSN is provided
4. Complete some adult HS credits and/or MCAS tests toward ADP				Jan-Mar Apr-Jun Jul-Sep Oct-Dec	Achieves or successfully completes required high school course work for an Adult Diploma Program or External Diploma Program.	Transcript from adult high school
5. Obtain ADP				Jan-Mar Apr-Jun Jul-Sep Oct-Dec	Achieves high school diploma granted by local school committee. Must meet state competency determination as well as local requirements.	Survey student to obtain either: (1) copy of diploma; (2) student's transcripts signed by the principal or director; (3) student's permanent record card.
6 a. Enter Transitional Education				Jan-Mar Apr-Jun Jul-Sep Oct-Dec	Enrolls in a program specifically designed to enhance a student's chance of succeeding in post-secondary education for at least 3 months in duration.	Copy of an acceptance letter or other written verification from transition program on the school's letterhead.
6. b. Complete Transitional Education				Jan-Mar Apr-Jun Jul-Sep Oct-Dec	Successfully completes a transitional program of at least 3 months in duration. Meets requirements as determined by the program that indicates that a student can be enrolled as a matriculating student in a program leading to a certificate, certification, or Associates degree.	Signed letter or other document on the school's letterhead confirming enrollment.

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7 a. Enter Post-Secondary Education				<table border="1"> <tr><td>Jan-Mar</td><td>Apr-Jun</td></tr> <tr><td>Jul-Sep</td><td>Oct-Dec</td></tr> </table>	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Enrolls as a matriculating student in a program leading to a certificate or Associates degree. A matriculating student has been formally admitted to an institution and is enrolled in a course of study leading to one of the above credentials.	Signed letter or other document on the school's letterhead confirming enrollment.
Jan-Mar	Apr-Jun									
Jul-Sep	Oct-Dec									
7 b. Retain in Post-Secondary Education				<table border="1"> <tr><td>Jan-Mar</td><td>Apr-Jun</td></tr> <tr><td>Jul-Sep</td><td>Oct-Dec</td></tr> </table>	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Continues to be actively enrolled in the post-secondary education program and maintains matriculating status for at least 6 months after enrollment.	Letter or other document signed by the student or the training program.
Jan-Mar	Apr-Jun									
Jul-Sep	Oct-Dec									
8 a. Enter Occupational Training > 12mo.				<table border="1"> <tr><td>Jan-Mar</td><td>Apr-Jun</td></tr> <tr><td>Jul-Sep</td><td>Oct-Dec</td></tr> </table>	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Enrolls in a training program greater than 12 months in duration to develop occupational skills and abilities for a specific career; excludes post-secondary degree programs.	Letter or other document signed by the student or the training program and kept in the student's file at the ABE program.
Jan-Mar	Apr-Jun									
Jul-Sep	Oct-Dec									
8 b. Retain Occupational Training > 12mo				<table border="1"> <tr><td>Jan-Mar</td><td>Apr-Jun</td></tr> <tr><td>Jul-Sep</td><td>Oct-Dec</td></tr> </table>	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Continues to be actively enrolled for at least 3 months in a training program greater than 12 months in duration.	Letter or other document signed by the student or the training program and kept in the student's file at the ABE program.
Jan-Mar	Apr-Jun									
Jul-Sep	Oct-Dec									
8 c. Complete Occupational Training > 12mo.				<table border="1"> <tr><td>Jan-Mar</td><td>Apr-Jun</td></tr> <tr><td>Jul-Sep</td><td>Oct-Dec</td></tr> </table>	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Successfully completes a training program greater than 12 months in duration. Meets the requirements for a certificate or other formal documentation of successful completion.	Copy of certificate, formal documentation, or letter of completion from the training program and kept in the student's file at the ABE program.
Jan-Mar	Apr-Jun									
Jul-Sep	Oct-Dec									
9 a. Enter Occupational Training 6-12 mo.				<table border="1"> <tr><td>Jan-Mar</td><td>Apr-Jun</td></tr> <tr><td>Jul-Sep</td><td>Oct-Dec</td></tr> </table>	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Enrolls in a program of 6 months to 12 months in duration to develop occupational skills and abilities for a specific career; excludes post-secondary degree programs.	Letter or other document signed by the student or the training program and kept in the student's file at the ABE program.
Jan-Mar	Apr-Jun									
Jul-Sep	Oct-Dec									
9 b. Complete Occupational Training 6-12 mo.				<table border="1"> <tr><td>Jan-Mar</td><td>Apr-Jun</td></tr> <tr><td>Jul-Sep</td><td>Oct-Dec</td></tr> </table>	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Successfully completes a training program of 6-12 months in duration. Meets the requirements for a certificate or other formal documentation of successful completion.	Copy of certificate, formal documentation, or letter of completion from the training program and kept in the student's file at the ABE program.
Jan-Mar	Apr-Jun									
Jul-Sep	Oct-Dec									

Student's Name: _____

Column A Student Goal Sheet

Date: _____

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Student Goal	Main	Date Set	Date Met	Quarterly Follow Up	Definition	Required Documentation
10 a. Enter Occupational Training <6 mo.				Jan-Mar Apr-Jun Jul-Sep Oct-Dec	Enrolls in a program less than 6 months in duration to develop occupational skills and abilities for a specific career; excludes post-secondary degree programs.	Letter or other document signed by the student or the training program and kept in the student's file at the ABE program.
10 b. Complete Occupational Training < 6 mo.				Jan-Mar Apr-Jun Jul-Sep Oct-Dec	Successfully completes a training program less than 6 months in duration. Meets the requirements for a certificate or other formal documentation of successful completion.	Copy of certificate, formal documentation, or letter of completion from the training program and kept in the student's file at the ABE program.
11. Increase Earnings				Jan-Mar Apr-Jun Jul-Sep Oct-Dec	Increase earnings between two quarterly wage-earning periods.	Data match if SSN is provided. Copies of pay stubs showing increase between two quarterly wage-earning periods if SSN not provided.
12. Read, write, do mathematical problem-solving and/or help child with homework.				Jan-Mar Apr-Jun Jul-Sep Oct-Dec	Parent or adult caregiver engages a child in reading, writing, or math activities and/or homework for at least 30 minutes, twice per week, for at least four consecutive months.	Adult caregiver tracks work within a portfolio (at a minimum including a log of what materials are used/worked on, date and time duration of each interaction).

Attain Citizenship

Eligible applicant completes required activities for attaining U.S. naturalization, as outlined by U.S. Citizenship and Immigration Services (USCIS). (An eligible applicant is one who has held a Permanent Resident Card for 5 years.) *[NOTE: The period during which a student may pursue U.S. citizenship often precedes and/or continues after enrollment. Hence, each of the following "steps" toward attaining citizenship are treated as separate and "severable" events.]*

13. Apply for U.S. Citizenship				Jan-Mar Apr-Jun Jul-Sep Oct-Dec	Receives Receipt Notice within approximately two months of application.	A copy of Receipt Notice must be kept in the student's file at the ABE program.
14. Receive Appointment for Citizenship Interview				Jan-Mar Apr-Jun Jul-Sep Oct-Dec	Schedule an oral and/or written exam on basic English reading, writing skills, knowledge of American history, and current events.	A copy of the Citizenship Interview Notice must be kept in the student's file at the ABE program.
15. Pass Citizenship Exam				Jan-Mar Apr-Jun Jul-Sep Oct-Dec	Receives "Approval of Exam" document.	A copy of Approval of Exam document must be kept in the student's file at the ABE program.

Countable Outcomes Requiring Valid and Reliable Documentation

Student Goal	Main	Date Set	Date Met	Quarterly Follow Up	Definition	Required Documentation				
1. Get a Learner's Permit to drive				<table border="1"> <tr> <td>Jan-Mar</td> <td>Apr-Jun</td> </tr> <tr> <td>Jul-Sep</td> <td>Oct-Dec</td> </tr> </table>	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Student completes requirements for obtaining a learner's permit to drive.	Student demonstrates knowledge, skills, abilities gained by one of the following: (1) providing evidence of the experience in writing, on video or on audio tape, (2) delivering a presentation to students or other interested parties, (3) copy of learner's permit kept in student's file at the ABE program. <i>[NOTE: The social security number does not appear on the learner's permit.]</i>
Jan-Mar	Apr-Jun									
Jul-Sep	Oct-Dec									
2. Get a Driver's License				<table border="1"> <tr> <td>Jan-Mar</td> <td>Apr-Jun</td> </tr> <tr> <td>Jul-Sep</td> <td>Oct-Dec</td> </tr> </table>	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Student completes requirements for obtaining a driver's license.	Student demonstrates knowledge, skills, abilities gained by one of the following: (1) providing evidence of the experience in writing, on video or on audio tape, (2) delivering a presentation to students or other interested parties, (3) copy of driver's license kept in student's file at the ABE program. <i>[NOTE: The social security number does not appear on the driver's license.]</i>
Jan-Mar	Apr-Jun									
Jul-Sep	Oct-Dec									
3. Get and Use Library Card				<table border="1"> <tr> <td>Jan-Mar</td> <td>Apr-Jun</td> </tr> <tr> <td>Jul-Sep</td> <td>Oct-Dec</td> </tr> </table>	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Student brings library card and materials withdrawn from library to program.	Student demonstrates knowledge, skills, abilities gained by one of the following: (1) providing evidence of the experience in writing, on video or on audio tape, (2) delivering a presentation to students or other interested parties, (3) teacher verifies checked-out library material; copy of library card kept in the student's file, (4) picture with card at the library
Jan-Mar	Apr-Jun									
Jul-Sep	Oct-Dec									
4. Register to Vote				<table border="1"> <tr> <td>Jan-Mar</td> <td>Apr-Jun</td> </tr> <tr> <td>Jul-Sep</td> <td>Oct-Dec</td> </tr> </table>	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Student completes requirements for registering to vote.	Student demonstrates knowledge, skills, abilities gained by one of the following: (1) copy of voter registration card, (2) letter kept in the student's file, (3) signed statement from student, (4) providing evidence of the experience in writing.
Jan-Mar	Apr-Jun									
Jul-Sep	Oct-Dec									

Countable Outcomes Requiring Valid and Reliable Documentation

Student Goal	Main	Date Set	Date Met	Quarterly Follow Up	Definition	Required Documentation				
5. Vote in Federal, State, or Local Elections				<table border="1"> <tr> <td>Jan-Mar</td> <td>Apr-Jun</td> </tr> <tr> <td>Jul-Sep</td> <td>Oct-Dec</td> </tr> </table>	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Student completes requirements for voting in elections.	Based on student self-report.
Jan-Mar	Apr-Jun									
Jul-Sep	Oct-Dec									
6. Learn About or Use Community Organizations or Resources				<table border="1"> <tr> <td>Jan-Mar</td> <td>Apr-Jun</td> </tr> <tr> <td>Jul-Sep</td> <td>Oct-Dec</td> </tr> </table>	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Student gathers information about community organizations for informational or practical purposes (e.g., a needed support service, health agency, social service agency, financial workshop, child care agency, etc.).	Student demonstrates knowledge, skills, abilities gained by one of the following : (1) providing evidence of the experience in writing, on video and/or on audio tape, (2) delivering a presentation to students or other interested parties, (3) assembling a portfolio containing brochures/flyers or other descriptions.
Jan-Mar	Apr-Jun									
Jul-Sep	Oct-Dec									
7. Volunteer in a Program, Community, School, Daycare				<table border="1"> <tr> <td>Jan-Mar</td> <td>Apr-Jun</td> </tr> <tr> <td>Jul-Sep</td> <td>Oct-Dec</td> </tr> </table>	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Student volunteers their time, skill or a needed service on a regular basis for at least three months.	Student demonstrates knowledge, skills, abilities gained by one of the following : (1) providing evidence of the experience in writing, on video and/or on audio tape, (2) delivering a presentation to students or other interested parties, (3) letter of participation from the program, community organization, agency, school, daycare, etc. kept in student's file at ABE program.
Jan-Mar	Apr-Jun									
Jul-Sep	Oct-Dec									
8. Participate in Community Activities				<table border="1"> <tr> <td>Jan-Mar</td> <td>Apr-Jun</td> </tr> <tr> <td>Jul-Sep</td> <td>Oct-Dec</td> </tr> </table>	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Student participates in an activity in their community (e.g., health fair, blood drive, food drive, election campaign, parade, public outreach or other information dissemination activities).	Student shows evidence of participation by either : (1) submitting in writing, or video, or audio tape a description of the activity, (2) by delivering a presentation about the activity to students or other interested parties.
Jan-Mar	Apr-Jun									
Jul-Sep	Oct-Dec									
9. Obtain More Satisfying/ Appropriate Employment				<table border="1"> <tr> <td>Jan-Mar</td> <td>Apr-Jun</td> </tr> <tr> <td>Jul-Sep</td> <td>Oct-Dec</td> </tr> </table>	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Student obtains a job that is better suited to the individual's interests, skills, time schedule, prior training. Improved employment may also provide personal growth, career path, better or more healthy working conditions, etc.	Student documents this goal by demonstrating improved employment by either : (1) providing evidence in writing, or a portfolio, or a video, or an audio tape, (2) delivering a presentation about the improved employment to students or other interested parties.
Jan-Mar	Apr-Jun									
Jul-Sep	Oct-Dec									

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Student Goal	Main	Date Set	Date Met	Quarterly Follow Up	Definition	Required Documentation				
10. Get Industry Related Certificate or License				<table border="1"> <tr> <td>Jan-Mar</td> <td>Apr-Jun</td> </tr> <tr> <td>Jul-Sep</td> <td>Oct-Dec</td> </tr> </table>	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Student completes all requirements for license or certificate program.	Student demonstrates knowledge, skills, abilities gained by one of the following: (1) copy of certificate or license, (2) signed statement from student, (3) providing evidence of the experience in writing.
Jan-Mar	Apr-Jun									
Jul-Sep	Oct-Dec									
11. Attain legal residency				<table border="1"> <tr> <td>Jan-Mar</td> <td>Apr-Jun</td> </tr> <tr> <td>Jul-Sep</td> <td>Oct-Dec</td> </tr> </table>	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Student obtains legal residency ("green card").	Teacher verifies the student's receipt of Legal Residency ("Green") Card.
Jan-Mar	Apr-Jun									
Jul-Sep	Oct-Dec									
12. Open a Checking or Savings Account				<table border="1"> <tr> <td>Jan-Mar</td> <td>Apr-Jun</td> </tr> <tr> <td>Jul-Sep</td> <td>Oct-Dec</td> </tr> </table>	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Student completes requirements for opening a checking and/or savings account.	Student documents this goal by either : (1) signed statement from student, (2) providing evidence of the experience in writing.
Jan-Mar	Apr-Jun									
Jul-Sep	Oct-Dec									
13. Obtain Stable Housing				<table border="1"> <tr> <td>Jan-Mar</td> <td>Apr-Jun</td> </tr> <tr> <td>Jul-Sep</td> <td>Oct-Dec</td> </tr> </table>	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	A student who lacks stable housing (e.g., homeless, residing in an institutional setting or in the domicile of a friend or relative) obtains a stable domicile for her/him self and/or family.	Student demonstrates knowledge, skills, abilities gained by one of the following : (1) oral or written report made by student while enrolled (or in response to a follow-up survey) completed by the student and kept in the student's file at the ABE program. (2) letter from shelter/case manager, or oral verification from shelter/case manager documented in student file, (3) providing evidence of the experience in writing.
Jan-Mar	Apr-Jun									
Jul-Sep	Oct-Dec									
14. Buy a Domicile				<table border="1"> <tr> <td>Jan-Mar</td> <td>Apr-Jun</td> </tr> <tr> <td>Jul-Sep</td> <td>Oct-Dec</td> </tr> </table>	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Student completes requirements for purchase of a home.	Student documents this goal by either : (1) signed statement from student, (2) providing evidence of the experience in writing.
Jan-Mar	Apr-Jun									
Jul-Sep	Oct-Dec									
15. Start a Business				<table border="1"> <tr> <td>Jan-Mar</td> <td>Apr-Jun</td> </tr> <tr> <td>Jul-Sep</td> <td>Oct-Dec</td> </tr> </table>	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Student starts a new business or is a partner in the formation of a new business.	Student documents this goal by one of the following: (1) signed statement from student, (2) copy of business card, (3) other promotional material.
Jan-Mar	Apr-Jun									
Jul-Sep	Oct-Dec									

Countable Outcomes Requiring Student Self-Reporting and Teacher Verification

Student Goal	Main	Date Set	Date Met	Quarterly Follow Up	
				Jan-Mar	Apr-Jun
ECONOMIC Retain current job by meeting new requirements				Jan-Mar	Apr-Jun
				Jul-Sep	Oct-Dec
Be removed from public assistance				Jan-Mar	Apr-Jun
				Jul-Sep	Oct-Dec
EDUCATIONAL Increase computer literacy skills				Jan-Mar	Apr-Jun
				Jul-Sep	Oct-Dec
HEALTH Quit smoking				Jan-Mar	Apr-Jun
				Jul-Sep	Oct-Dec
Improve health of children				Jan-Mar	Apr-Jun
				Jul-Sep	Oct-Dec
Improve personal health				Jan-Mar	Apr-Jun
				Jul-Sep	Oct-Dec
Learn about nutrition				Jan-Mar	Apr-Jun
				Jul-Sep	Oct-Dec
Learn about effects of second hand smoke				Jan-Mar	Apr-Jun
				Jul-Sep	Oct-Dec
Learn about domestic violence				Jan-Mar	Apr-Jun
				Jul-Sep	Oct-Dec
Learn ways to reduce stress				Jan-Mar	Apr-Jun
				Jul-Sep	Oct-Dec
Learn about HIV / AIDS				Jan-Mar	Apr-Jun
				Jul-Sep	Oct-Dec
Learn about drug / alcohol dependence				Jan-Mar	Apr-Jun
				Jul-Sep	Oct-Dec

Countable Outcomes Requiring Student Self-Reporting and Teacher Verification

Student Goal	Main	Date Set	Date Met	Quarterly Follow Up	
PARENTING/FAMILY LITERACY/LEARNING Increase participation in school activities				Jan-Mar Jul-Sep	Apr-Jun Oct-Dec
Join an organization at your child's school				Jan-Mar Jul-Sep	Apr-Jun Oct-Dec
Have greater involvement in children's schooling				Jan-Mar Jul-Sep	Apr-Jun Oct-Dec
Improve family communication				Jan-Mar Jul-Sep	Apr-Jun Oct-Dec
SOCIETAL Enhance household management skills (interact with utility company, plumbers, electricians, etc.)				Jan-Mar Jul-Sep	Apr-Jun Oct-Dec
Enhance financial management skills (interact with insurance companies, banks, etc.)				Jan-Mar Jul-Sep	Apr-Jun Oct-Dec
Reconnect/reintegrate to community after institutionalization				Jan-Mar Jul-Sep	Apr-Jun Oct-Dec
Mentoring/Leadership role (student council, advisory board, student speakers at a public event, student action health team, student leadership team, planning team, curriculum development)				Jan-Mar Jul-Sep	Apr-Jun Oct-Dec
Learn about US culture				Jan-Mar Jul-Sep	Apr-Jun Oct-Dec
Enter Military				Jan-Mar Jul-Sep	Apr-Jun Oct-Dec
EMPLOYMENT Create a resume				Jan-Mar Jul-Sep	Apr-Jun Oct-Dec
Register at and/or visit a career center				Jan-Mar Jul-Sep	Apr-Jun Oct-Dec
Go on a job interview				Jan-Mar Jul-Sep	Apr-Jun Oct-Dec
Apply for a job				Jan-Mar Jul-Sep	Apr-Jun Oct-Dec

Countable Outcomes Requiring Student Self-Reporting and Teacher Verification

Student Goal	Main	Date Set	Date Met	Quarterly Follow Up	
FINANCIAL LITERACY Learn about financial planning				Jan-Mar	Apr-Jun
Learn about credit and debit card use				Jul-Sep	Oct-Dec
Learn about employee benefits packages				Jan-Mar	Apr-Jun
Develop a personal and/or a family budget				Jul-Sep	Oct-Dec
OTHER – add new goals (for data collection purposes only; not for performance accountability measures)				Jan-Mar	Apr-Jun
				Jul-Sep	Oct-Dec
				Jan-Mar	Apr-Jun
				Jul-Sep	Oct-Dec

Updated 6/1/10