*****Massachusetts Department of***

***Elementary and Secondary Education***

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| Jeffrey C. Riley  *Commissioner* |  |

February 24, 2022

Dear Program Directors:

To assist ACLS in its long-term goal of creating a more equitable adult education system, we are partnering with the University of Massachusetts Donahue Institute (UMDI) to gather and review data specifically related to compensation, retention, SABES participation and impact, and diversity among adult education staff across the state. As I discussed at our last State as Partner webinar, we are concerned about the completeness and accuracy of the staff data in our management information system, LACES.

When we transitioned to LACES over the summer of 2018, the team decided to limit the required fields in LACES to those reported in our federal reports. In addition to the novel MIS, we were implementing the WIOA requirements and developing new accountability and funding mechanisms. We asked a lot of you that year, and each year since. And in the spirit of Kaizen, I am requesting that you review and update your LACES staff data, which will enable us to do what we can to improve conditions across our system.

Attached are the instructions you will need to follow. I am asking that you update your records by March 11, 2022, in order to share the most up-to-date records to UMDI.

I encourage you to review your staff records annually, either as part of the close out and preparation for the new fiscal year. Throughout the year, add new staff as soon as they come on board and update the status of those who leave.

Thank you for taking the steps to bring your staff records up to date and to add the information that UMDI and we need to better know you and your staff.

Sincerely,

*Wyvonne Stevens-Carter*

Adult Education State Director