

Section 4

VOCATIONAL EDUCATION

PROCEDURE FOR VOCATIONAL INSTRUCTORS / STUDENT SERVICES STAFF

Performance based funding is the funding source for adult education. Therefore, it is imperative that vocational education instructors monitor program seekers, leavers and regular vocational students methodically. All vocational education instructors are required to adhere to the following procedures:

DURING THE TRIMESTER

Counselors regularly schedule class visitations to every vocational class and upper level ESOL classes after the peak registration period. These visits are for the purpose of explaining the vocational programs. Instructors may request a counselor to visit a class for this reason.

THE FINAL CLASS REPORTS – FINAL CLASS REPORTS/PERFORMANCE BASED TRAINING LOCAL DATA

Toward the end of each trimester, the vocational teachers will be given the vocational *Final Class Report* to be completed for their classes. This one-page report includes the social security number, grade, and name for each member of the class. In order to simplify completion of this report, teachers should consult the manual accompanying the form for specific instructions. The necessary information for this report (as mentioned above) should be collected as each student enters the class. This report, and the Performance Based Training Local Data forms, and vocational student documentation must be submitted to an Assistant Principal on the last week of each trimester.