



CALIFORNIA  
DEPARTMENT OF  
EDUCATION

**TOM TORLAKSON**

STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

May 14, 2013

Dear Workforce Investment Act, Title II: Adult Education and Family Literacy Act Sections 225/231 and English Literacy and Civics Education Funded Agencies:

### **END-OF-YEAR DATA SUBMISSIONS FOR 2012–13**

This letter is to serve as a reminder and assistance to adult education agencies funded under the Workforce Investment Act, Title II: Adult Education and Family Literacy Act Sections 225/231 and English Literacy and Civics Education. For a list of all due dates and required submissions, please access the Beginning-of-Year Letter dated July 31, 2012, posted on the California Department of Education Web page at <http://www.cde.ca.gov/sp/ae/fg/beginyr12ltr.asp>, or the Comprehensive Adult Student Assessment Systems (CASAS) Web page at <http://casas.org/training-and-support/casas-peer-communities/california-accountability/beginning-and-end-of-year-letters>. Data-related submissions sent to our contractor, the CASAS, must be received on or before **August 15, 2013**.

Any agency closing or ending the school year before June 30, 2013, must complete its data through the last day of classes and submit all end-of-year deliverables on or before **August 15, 2013**. Failure to submit any 2012–13 deliverables will affect current year payments and future funding.

Adult schools with high school diploma programs can claim students “Earned High School Diplomas” only when they have (a) successfully completed all coursework required by the state and local districts and (b) passed all sections of the California High School Exit Examination.

Agencies must submit the following data and accountability requirements (see Attachment 3 for additional recommendations and troubleshooting tips):

1. Complete the TOPSpro® Enterprise Adult Education Personnel Wizard for the 2012–13 Program Year (PY) before submitting an agency-level export of your TOPSpro® Enterprise data (see Attachment 1).
2. Complete and submit an agency-level export of your TOPSpro® Enterprise data (see Attachment 1).
3. Create, print, and submit (via mail, e-mail, or fax) a Data Integrity Report from your TOPSpro® Enterprise database for the full 2012–13 PY: July 1, 2012, to June 30, 2013 (see Attachment 1).

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4. Create, print, and submit (via mail, e-mail, or fax) a Payment Points Summary Report from your TOPSpro® Enterprise database for the full 2012–13 PY: July 1, 2012, to June 30, 2013 (see Attachment 1).
5. Complete and mail the End-of-Year Data Submission Certification Letter (see Attachment 2).
6. Enter the results of your Third Quarter Core Performance Follow-Up Measures Survey by running the Core Performance Wizard in your TOPSpro® Enterprise software.
7. Enter the results of your Fourth Quarter Core Performance Follow-Up Measures Survey by running the Core Performance Wizard in your TOPSpro® Enterprise software for the full 2012–13 PY: July 1, 2012, to June 30, 2013, on or before October 31, 2013.

Please ensure your agency's submissions reach the CASAS on or before **August 15, 2013**. Your agency's primary contact should receive an e-mail confirmation from the CASAS for each of these deliverables within one week of the date received. If you do not receive a confirmation for a specific deliverable, it was probably not received by the CASAS, and agencies should follow up with the CASAS to avoid noncompliance issues.

If you need further assistance, please contact the CASAS California Accountability Program Manager, by phone at 800-255-1036 or by e-mail at [capm@casas.org](mailto:capm@casas.org).

Sincerely,

Original signed by Gordon Jackson. A hard copy of the signed document is available by contacting the Adult Education Office by phone at 916-322-2175.

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Attachments

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