

MONTHLY MINDERS FOR NEW ADMINISTRATORS

April 1, 2024

An Idea to Increase Enrollments

This would be a good time to contact your local high school guidance counselors to let them know **what adult education services are going to be available to current seniors after the last day of school**. If they have some seniors who are not going to have their graduation requirements completed, the counselors need the information for your summer classes so these post-seniors can **study for the high school equivalency tests**. Or, if you have a partnership with the high school to offer high school credit courses, perhaps these “post-senior” students can finish a course or two with you this summer in an **adult secondary credit** class. The counselors might also have some seniors who are graduating without a clear plan for their next steps. In that case, information about your **IETs** would be helpful so they can get some short-term career training. In any of these options, as long as the students would no longer be enrolled in high school, they would be eligible for enrollment in adult education.

Tasks Upcoming

<input type="checkbox"/>	Monday, April 1, 2024	Send your programs’ Waitlist Report (students and companies waiting for service due to lack of funding, space or staff) to adulthood@dwd.in.gov .	Contact Person: Donna Lovelady dlovelady@dwd.in.gov
<input type="checkbox"/>	Monday, April 1, 2024, 1:00-2:00 pm Eastern.	IAACE Executive Director Connection Hour. Click here to join.	Contact Person: Jenn Wigginton director@iaace.com
<input type="checkbox"/>	Thursday, April 4, 2024. 10:30-11:30 am Eastern.	IAACE Community Chat. Click here to join.	Contact Person: Jenn Wigginton director@iaace.com
<input type="checkbox"/>	Thursday, April 9, 2024. 11:30 am – 12:30 pm Eastern.	Using Social Media for your AE Program webinar. Click here to register.	Contact Person: Camelia Manring cmanring@dwd.in.gov

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<input type="checkbox"/>	Wednesday, April 10, 2024	Make sure InTERS is up-to-date and error-free.	Contact People: Matt Crites Anshu Sharma inters@dwd.in.gov
<input type="checkbox"/>	Wednesday, April 10, 2024. 10:00-11:30 am Eastern.	Attend the Adult Education Statewide Webinar. Click here to register.	Contact Person: Jerry Haffner jhaffner@dwd.in.gov
<input type="checkbox"/>	Monday April 15, 2024. 1:00-2:00 pm Eastern.	IAACE Executive Director Connection Hour. Click here to join.	Contact Person: Jenn Wigginton director@iaace.com
<input type="checkbox"/>	Thursday, April 18, 2024	Read the IAACE Newsletter, sent to members by e-mail.	Contact Person: Jenn Wigginton director@iaace.com
<input type="checkbox"/>	Friday, April 19, 2024. 10:30-11:30 am Eastern.	IAACE Community Chat. Click here to join.	Contact Person: Jenn Wigginton director@iaace.com
<input type="checkbox"/>	Monday, April 22, 2024. 1:00-2:00 pm Eastern.	IAACE Executive Director Connection Hour. Click here to join.	Contact Person: Jenn Wigginton director@iaace.com
<input type="checkbox"/>	Monday, April 22, 2024. 1:00-2:30 pm Eastern.	HiSET® Paper-Based Testing Question-and Answer Webinar. Click here to join the meeting.	Contact Person: Megan Hibbard mhibbard@dwd.in.gov
<input type="checkbox"/>	Friday, April 26, 2024. 1:00-2:00 pm Eastern.	Professional Development Facilitators Meeting. (Directors may join also. Please share with any teachers who would also like to attend.) Click here to join.	Contact Person: Amy Ramer aramer@dwd.in.gov
<input type="checkbox"/>	Monday, April 29, 2024. 11:00 am -12:30 pm Eastern.	HiSET® Paper-Based Testing Question-and Answer Webinar. Click here to join the meeting.	Contact Person: Megan Hibbard mhibbard@dwd.in.gov

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<input type="checkbox"/>	Sometime in April	Attend your regional consortium meeting.	Contact Person: Amy Ramer aramer@dwd.in.gov
<input type="checkbox"/>	Sometime in April	Have students share their success stories with IAACE using the simple template found at https://iaace.com/stories/ .	Contact Person: Jenn Wigginton director@iaace.com
<input type="checkbox"/>	Sometime in April	Share an advocacy success story for your program with IAACE at https://iaace.com/share-an-advocacy-success/ .	Contact Person: Jenn Wigginton director@iaace.com
<input type="checkbox"/>	Sometime in April	Submit your request for reimbursement for March expenses from your adult education grant to Donna Lovelady using this address: adulated@dwd.in.gov .	Contact Person: Donna Lovelady dlovelady@dwd.in.gov

IAACE Virtual Institute

Save Friday, May 3, for the Indiana Association for Adult & Continuing Education's **Virtual Institute**. The Virtual Institute is a one-day professional learning event for adult educators conducted online and consisting of presenters on a variety of topics. Register now at <https://iaace.com/virtual-institute/>.

Time for Some Pomp and Circumstance

As you're planning your program's end-of-the year graduation and awards ceremonies, remember to invite your state legislators, other local policy-makers and government officials, referral partners, business partners, local media, and local school officials to attend. And if you can acknowledge their presence publicly, that could help continue and enhance the support they give to your program. It's not uncommon to even invite some of them to participate, not just attend. For example, a legislator might be willing to give a keynote address. A school superintendent or CEO of your organization could give a word of welcome. Both of them could hand diplomas and certificates to the students and shake their hands on stage. These invitations provide an opportunity for these important stakeholders to be involved in your adult education program, even for just an hour or so.