



Illinois Department of Corrections

Administrative Directive

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| Number: 04.10.108 | Title: Student Assessment and Placement | Effective: 5/1/2021 |
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| Authorized by: | <i>[Original Authorized Copy on File]</i> Rob Jeffreys Acting Director |
| Supersedes: | 04.10.108 effective 2/1/2020 |

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| Authority: 730 ILCS 5/3-2-2, 3-6-2 and 3-12-3 20 IAC 405 23 IAC 226 | Related ACA Standards: 5-ACI-7B-01 – 03, 09, 10 |
| Referenced Policies: 04.10.109 | Referenced Forms: |

I. POLICY

The Department shall place or reassign offenders in educational programs based on an educational assessment.

II. PROCEDURE

A. Purpose

The purpose of the directive is to establish written guidelines governing the educational assessment and placement of offenders.

B. Applicability

This directive is applicable to the Office of Adult Education and Vocational Services (OAEVS) and to all correctional facilities within the Department that provide academic, vocational or contractual programs through the OAEVS.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Assessment

Each student shall be assessed on a regular basis to determine educational abilities and deficiencies.

1. Assessment data shall include, at a minimum:

- a. Standardized pre- and post-academic achievement test scores. Test scores shall be maintained to document:
 - (1) Initial intake scores;
 - (2) Scores prior to, or during the first week of an educational program, when feasible;

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- (3) Progress and promotion of Adult Basic Education (ABE), Advanced ABE and Adult Secondary Education (ASE) students;
 - (4) Completion of Program Sentence Credit objectives;
 - (5) Verification of a 8.0 grade in reading and math level for high school equivalency testing; and
 - (6) Requirements for grant funded programs.
- b. For vocational program students, an inventory of coursework areas the offender is interested in pursuing. The inventory shall be completed prior to, or during the first week of enrollment, when feasible.
 - c. OAEVS approved checklists of program curriculum. Checklists shall be maintained on all students to document their progress through prescribed courses of study such as ABE, Advanced ABE, ASE, Life Skills and vocational.
 - d. Relevant educational transcripts.
 - e. Attendance records on each student.
 - f. For students with self-reported disabilities, each educator shall complete an Educational Needs Assessment Checklist with the offender. The Checklist shall be completed no later than 5 working days after enrollment.
2. Based upon the above assessment, a student may be placed in educational programs in accordance with this directive. Placement may be in the following categories:
- a. 0 - 5.5 grade level – ABE.
 - b. 6.0 - 7.5 grade level – Advanced ABE.
 - c. 8.0 grade level in Reading and Math – ASE.

NOTE: To effect an increased score for future placement in approved education programs, offenders with a verified high school equivalency certificate or high school diploma may be placed in ABE or Advanced ABE for remedial education at the discretion of the Educational Facility Administrator (EFA).

- d. 6.0 grade level or above without a verified high school equivalency certificate or high school diploma - Career Technology college vocational course for re-entry preparation.
- e. 8.0 grade level or above with a verified high school equivalency certificate or high school diploma - Vocational or two-year college degree program.
- f. 8.0 grade level or above without a verified high school equivalency certificate or high school diploma - ASE preparation.
- g. 8.0 grade level or above with a verified high school equivalency certificate or high school diploma and 30 hours of college transfer credit - Four-year college degree program.

NOTE: Upon recommendation of the EFA and with the approval of the OAEVS Manager, offenders housed in special treatment centers may be placed in Career Technology or vocational programs without a verified high school diploma or equivalent.

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3. Assessment results shall be placed in the student's educational file. Test scores shall be recorded in Offender 360.

NOTE: A high school equivalency certificate shall be issued to a student who is at least 17 years of age and who has successfully completed the high school level equivalency test and the Standardized Constitution test.

F. Placement

1. Excluding offenders in special treatment centers whose placement shall be determined by the EFA and approved by the OAEVS Manager, students requesting placement in Career Technology college vocational course for re-entry preparation:
 - a. Shall be immediately placed in the program if vacancies exist; or
 - b. Shall be placed on a waiting list by projected release date whereby those students who are closer to their projected release date shall have priority over those students having a longer remaining sentence.
2. For all other educational programs, offenders shall be placed according to educational assessment and release date.
3. Students shall be immediately placed in their requested or required educational assignment if vacancies exist unless otherwise specified in this directive. However, if classes are filled to their established capacity, students shall be placed on a waiting list for the particular program requested or required. Students shall be placed on the respective waiting list by projected release date; shorter outdates having priority over longer remaining sentences.
4. Students shall have sufficient time remaining from their projected release date to complete or benefit from the education assignment. Students with sufficient time remaining to complete a significant portion of a program shall have priority over those who do not. The EFA shall determine placement priorities.
5. In the event two or more students have identical criteria for placement into a program or on the waiting list, age shall determine placement rank with the youngest student placed first.
6. Students enrolled in voluntary educational assignments immediately prior to a non-disciplinary transfer shall be placed in the first available vacancy in the same program at the receiving facility based upon student request within his or her first 30 calendar days at the new facility.
7. Students who drop an education or vocational program or are removed for disciplinary reasons, as determined by the EFA, shall not be permitted to re-enroll or enroll in another educational assignment for a minimum of 45 calendar days unless approved by the Chief Administrative Officer (CAO) and the OAEVS Manager.
 - a. Students in voluntary educational assignments may request re-enrollment after 45 calendar days.
 - b. Students in ABE shall be returned in accordance with Administrative Directive 04.10.109.
8. When a vacancy exists in grant funded programs or specialized classes such as English as a Secondary Language, or in grade specific ABE or ASE classes, the EFA may:
 - a. Place ABE or ASE students in need of these specialized classes, regardless of placement on the waiting list or projected release date.

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- b. Place students in order to maintain full classes within the security or assignment constraints of a particular facility or to assign students in need of specific grade level instruction, regardless of placement on the waiting list or projected release date.
 9. Students who are continuously enrolled in educational programs and are making satisfactory progress may continue in educational programs.
 10. Students with temporary interruptions including, but not limited to, writs or a teacher's leave of absence, shall be allowed to continue their educational programs through the ASE level. Students who successfully obtain a high school equivalency certificate may continue in college level programs.
 11. Students who have a full-time school assignment shall not be placed on a waiting list for another full-time school assignment.
 12. A student who has completed two post-secondary programs, certificate and degree, during his or her current incarceration within the Department shall not be enrolled in a third program unless:
 - a. Approved by the CAO and OAEVS Manager; and
 - b. There is no waiting list in that respective program at the time of the request.
 13. Students currently enrolled in an educational assignment and are violated at the door (VAD) may be re-enrolled in the same program.
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