



Admission and Registration Forms versus Intake Forms (Compliance Issues)

Federal Civil Rights legislation prohibits using factors such as gender, marital status, family makeup, income, race, or ethnicity as admission eligibility criteria that discriminate against potential Adult Basic Education students.

Regardless of the Admission or Registration forms a college or Community-based Organization (CBO) has for people to apply for admission to the program(s) or to register for classes, requests for race/ethnicity, gender, disability, income, family make-up, religious preference or other similar information must be clearly labeled as optional and not required for acceptance into the program. Otherwise, the perception is that these factors may be used as admissions requirements.

Recent Office for Civil Rights monitoring visits found some Adult Basic Education providers appeared to be in violation of this rule because they use the same form for admittance to the program (Admission or Registration) and for intake into ABE classes, without clearly stating what information is required for admission and/or registration, and what the prospective student may choose not to provide.

Even if the form is also used to determine tuition charges for college-students, they **cannot require ABE students** to answer questions about residency and immigration status.

The only criteria that may be used to determine admission into an Adult Basic Education program are that the person is at least 16 years of age, is not enrolled in secondary school, is not in this country on a student visa, and either has educational needs below the high school completion level or lacks proficiency in English.

The sample "Intake Form" in WABERS+ assumes the individual already has been accepted into the Adult Basic Education program and, therefore, requests demographic information we are required to report about participants in the program:

- Birthdate (to calculate age)
- Zip Code (to determine rural/urban status)
- Race/Ethnicity
- Disability Status
- Public Assistance Status
- Employment Status
- Educational Goals

The National Reporting System (NRS) for Adult Education requires ABE providers to collect and report descriptive measures, including "student *demographics*, student *status* in several areas, and *goals* for attending." The demographics are optional for the student, but not for the ABE program! If the student does not self-report the information, the program is required to make a determination for reporting purposes. For example, the NRS definition for race/ethnicity is: racial or ethnic category to which the learner self-identifies, *appears to belong*, or *is regarded in the community as belonging*.

The various admission and registration forms gather information for different purposes. The **Intake Form cannot be combined with any of these other forms** because of the different requirements for data collection and use. Because of this, it is important to maintain a clear separation between admissions or registration criteria and required Adult Basic Education data.