

# Adult Basic Education (ABE)

## Special Admission Referral Package

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Department of Education

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## ABE Special Admission Guiding Principles and Referral Process

To be eligible for admission to ABE, an individual must be 19 years of age or older, a resident of Canada (includes permanent residents or persons with refugee status), or are nominated through the Provincial Nominee Program or endorsed through the Atlantic Immigration Program as a candidate for permanent residency. Individuals who are 18 years of age can apply to the Department of Education for an exemption to enter the ABE program if the following two conditions exist:

1. Extenuating circumstances prevent the student from returning to the K-12 system; and
2. The student has been out of school for a minimum of 6 months.

The following document is meant to inform students, parents, schools and other professionals of the special admission process and documentation required.

### Referral Process

The process of referring a Special Admission student to ABE involves the following steps:

- The student should obtain a copy of the “Application for ABE Special Admission” from an ABE service provider or from the Department of Education website.
- Students should review [\*Student Responsibilities\*](#) (see page 2 of this document) to ensure ABE is the right choice for them.
- Section A of the application should be completed by the student and returned to the ABE service provider along with a copy of the student’s birth certificate.
- Section B of the application should be completed by the last school the student attended and signed by the School Counsellor, School Principal and the Director of Schools before returning to the ABE service provider.
- ABE service providers will send completed Sections A and B to the ABE Program Development Specialist.
- Section C of the application should be completed by a Physician and/or registered Mental Health Professional such as Psychiatrist, Psychologist, Social Worker, etc. The referral letter can be returned to the ABE service provider OR emailed directly to the ABE Program Development Specialist - [trinagrandy@gov.nl.ca](mailto:trinagrandy@gov.nl.ca).
- Once all sections of the application has been received by the ABE Program Development Specialist, the application will be reviewed and assessed in approximately 10 business days.
- The ABE Program Development Specialist will notify the ABE service provider if the application has been approved or denied. The ABE service provider will then communicate the decision to the student.

This application process decides if a student is permitted to enter the ABE program. Please note, although a student may be approved for an exemption, the decision as to whether ABE is the appropriate pathway for this individual is to be made by the ABE service provider and Department of Immigration, Skills and Labour (ISL). If ABE is not the appropriate pathway for the student, staff with ISL are available to help a student explore other options such as Teachers on Wheels, one-on-one tutoring, or programs such as Linkages that provides a combination of career planning sessions and work experience. Information on the programs and services available through ISL is available at

[www.gov.nl.ca/isl](http://www.gov.nl.ca/isl) or by visiting an ISL Employment Centre. A list of Employment Centres can be found by visiting <https://www.gov.nl.ca/isl/files/career-employment-centres.pdf>.

Students who would like to apply for funding should consult with the nearest Immigration, Skills and Labour Employment Centre. The process of applying for funding is independent of the special admission process. Although a student may be approved to attend the ABE program, there is no guarantee of funding.

## What is ABE?

Adult Basic Education (ABE) is a provincial high school equivalency program that is offered in a full-time, classroom-based format. It is not a high school diploma but equivalent to one. ABE is delivered using provincially developed curriculum and is an individualized program. The ABE program is delivered on a full-time basis by private institutions and community-based organizations. It is delivered in a wide range of rural and urban locations throughout the province.

To assess the student's current level of education, students are required to submit a copy of their high school transcript. (If the student completed any education outside of Newfoundland and Labrador, the transcript should be forward to the Program Development Specialist at the Department of Education for credit transfer.) If the student has no high school credits, a standardized test such as the Canadian Adult Achievement Test (CAAT) or the Brigrance may be used to determine the appropriate placement within the ABE program. ABE service providers will try to get a valid assessment of a student's current academic level to determine at what level a student should start the program and have the greatest chance of success.

If a student has received high school credits they will be placed in the Level III ABE program. Ideally students should pick up their education from the point where they left the K-12 school system.

## Student Responsibilities

The ABE program is an adult learning program. Students will be placed in an adult environment surrounded by a diverse group of other students. All students are required to display maturity and a motivation to learn. Students should be aware of the following:

- This is a full time program (approximately 5 hours/day).
- Attendance is mandatory. If a student cannot attend daily they will be withdrawn from the program.
- This is an independent learning program. Students work on a course in isolation from the rest of the class. When a student requires assistance they must ask an instructor for help.
- Reporting of student's progress to the Department of Immigration, Skills and Labour is completed monthly and students are required to show timely progression of courses.
- Accommodations such as a quiet room for testing and extra time for assessments can be provided. However, other accommodations such as providing notes, translating and transcribing are not provided. Students should consult with the specific ABE service provider to determine if their learning needs can be met.
- Alternate Format Materials can be used by students who have previously used them in the K-12 system.

## Section A - Student Information

Students should complete this section and return it to the ABE service provider along with a copy of their birth certificate.

Full Name: \_\_\_\_\_  
*Last First Middle*

Date of Birth: \_\_\_\_\_  
*Month Day Year*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit Number*

\_\_\_\_\_  
*City NL Province Postal code*

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Which ABE service provider are you applying to attend?

\_\_\_\_\_  
*School Location*

What was the last school you attended? \_\_\_\_\_

Why have you not attended school in the past 6 months?

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Why do you think the ABE program is a better option than returning to school?

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By signing this form, you declare the information provided to be true and correct. You also consent for the ABE Program Development Specialist to contact your previous school or other professional personnel (from Section C) to collect other relevant information for the purposes of processing your application.

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*Student Signature*

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*Date*

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*Parent/Guardian Signature*

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*Date*





## Section B – School Information

This section should be completed by the last school the student attended and signed by the School Counsellor, School Principal and the Director of Schools before returning to the ABE service provider.

Please provide a recent copy of the student's high school transcript to the ABE service provider.

To the Principal,

\_\_\_\_\_, a former student at your school is requesting special admission into the Adult Basic Education (ABE) program. ABE is a provincial high school equivalency program offered in a full-time, classroom-based format. Students will be placed in an adult environment surrounded by a diverse group of other students. All students are required to display maturity and a motivation to learn. When referring a student to the ABE program, please consider:

- This is a full time program (approximately 5 hours/day).
- Attendance is mandatory. If a student cannot attend daily they will be required to withdraw from the program.
- This is an independent learning program. Students work on a course in isolation from the rest of the class. When a student requires assistance they need to ask an instructor for help.
- Reporting of student's progress to the Department of Immigration, Skills and Labour is completed monthly and students are required to show timely progression of courses.
- Accommodations such as a quiet room for testing and extra time for assessments can be provided. However, other accommodations such as providing notes, translating and transcribing are not provided. Students should consult with the specific ABE service provider to determine if their learning needs can be met.
- Alternate Format Materials can be used by students who has previously used them in the K-12 system.

The special admissions application can be completed by 18 year old students, who have been out of school for a minimum of 6 months and there exists documented extenuating circumstances that make it difficult to return to the K-12 system.

Please complete the following information as part of the application process on behalf of \_\_\_\_\_ (student). If you have any questions, please contact the ABE Program Development Specialist at 729-6828 or [trinagrandy@gov.nl.ca](mailto:trinagrandy@gov.nl.ca).

This is the ABE special admission application for \_\_\_\_\_

**School information**

School Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Last Grade Completed: \_\_\_\_\_

Last Day of Student Attendance: \_\_\_\_\_

Please outline any school concerns (e.g. Absenteeism, Bullying, High Risk Behaviours, etc.):

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Please outline strategies the school has tried or recommended to the student (e.g. credit recovery, supplementary exams, reduced course load, etc.)

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Has this student been referred to CDLI? (If so, please elaborate on the outcome)

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Did the student receive individual or group counselling?

☐ Yes    ☐ No

Was the Educational Psychologist involved?

☐ Yes    ☐ No

Was the District Program Specialist for Student Services involved?

☐ Yes    ☐ No

Please attach the most recent high school transcript (if available) or the last report card for this student.

**Declaration**

I HEREBY CERTIFY THAT ALL INFORMATION CONTAINED IN THIS APPLICATION AND IN ITS ATTACHMENTS IS CORRECT.

I UNDERSTAND THAT INFORMATION PROVIDED TO THE DEPARTMENT WILL BE TREATED AS CONFIDENTIAL SUBJECT TO THE PROVISIONS OF THE FREEDOM OF INFORMATION ACT.

\_\_\_\_\_  
*School Counsellor*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Principal*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Director of Schools*

\_\_\_\_\_  
*Date*

## Section C – Professional Personnel

To understand the extenuating circumstances preventing a student's return to the K-12 system, the following section should be completed by a Physician and/or a registered Mental Health Professional such as Psychiatrist, Psychologist, Social Worker, etc. The referral letter can be returned to the ABE service provider OR emailed directly to the ABE Program Development Specialist -

[trinagrandy@gov.nl.ca](mailto:trinagrandy@gov.nl.ca).

To Whom It May Concern:

Your patient/client has been referred to Adult Basic Education (ABE) to continue their education towards completion of a high school equivalent diploma. ABE is a provincial high school equivalency program that is offered in a full-time, classroom-based format. ABE is delivered using provincially developed curriculum and is an individualized program.

The ABE program is an adult learning program intended for adults 19 years or older. However, a special admissions application can be completed by 18 year old students who have been out of school for a minimum of 6 months and extenuating circumstances make it difficult for them to return to the K-12 system.

ABE offers many of the same courses with the same outcomes as the Newfoundland and Labrador High School Program. Below is a list of criteria used to determine the suitability of a potential student and the likelihood of success with ABE:

1. The student must be motivated/responsible and an independent learner.
2. The student must be able to attend classes five days a week. Attendance is mandatory. If a student cannot attend daily they will be required to withdraw from the program.
3. Reporting of student's progress to the Department of Immigration, Skills and Labour is completed monthly and students are required to show timely progression of courses.
4. Accommodations such as a quiet room for testing and extra time for assessments can be provided. However, other accommodations such as providing notes, translating and transcribing are not provided. Students should consult with the specific ABE service provider to determine if their learning needs can be met.
5. Alternate Format Materials can be used by students who has previously used them in the K-12 system.

As part of the application process, the student must provide a minimum of one recent letter of support from a Physician and/or a registered Mental Health Professional who has provided treatment/consultations as a means to provide some insight into the extenuating circumstances the student has dealt with.

The information provided in the referral letter will be kept confidential and will only be used for the purpose of accessing eligibility for the ABE program.

If you have any questions please contact the ABE Program Development Specialist at 729-6828 or email [trinagrandy@gov.nl.ca](mailto:trinagrandy@gov.nl.ca).

Sincerely,

Trina Grandy, M.Ed

Program Development Specialist

Department of Education