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Agency of Education

Please note that this document is a draft.

January 9, 2025

High School Name
Addressee Business Line 1
Addressee Business Line 2
Address Line 1
City, VT XXXX

RE: Invitation to participate in the Adult Diploma Program (ADP)

Dear Addressee Name:

The High School Completion Program (HSCP) under [16 V.S.A. § 943](#) was a school district program under the Flexible Pathways Initiative that provided access to Vermonters 16 years of age and older who met eligibility requirements to earn a high school diploma. HSCP partnering high schools worked with local Adult Education and Literacy (AEL) providers and the student to create a personalized learning plan that described how they would meet their partnering high school's graduation requirements. [H.883 \(now Act 113\)](#) repealed the HSCP as of July 1, 2024 and also made changes to the Adult Diploma Program (ADP) under [16 V.S.A. §945](#), which describes state components of adult education and literacy programs.

The Adult Diploma Program has a standard set of statewide Proficiency-Based Graduation Requirements (PBGRs) which are necessary to create an equitable program. Using the [Portrait of an Adult Graduate](#) (POAG), best practices for teaching adult learners identified in the [Teaching Skills That Matter](#) framework, a set of adult PBGRs were developed. A menu of assessments normed for adults that align with the [College and Career Readiness Standards for Adult Education](#), a subset of the Common Core State Standards, were selected to assess proficiencies across the academic areas.

Because this program is state administered, the Agency of Education is inviting local high schools to participate and provide adults with access to a diploma from a high school in their district of residence. Schools and districts that agree to participate accept the terms of the ADP Memorandum of Understanding



(MOU) between the school/district and the state of Vermont, to award a high school diploma according to the statewide ADP PBGRs and assessments.

The Agency of Education is cordially inviting your high school to be part of the pilot program. The time and resource commitments are not expected to create more work than the repealed HSCP program. Should you desire to be part of the pilot program, you will have the opportunity to participate in and inform program design. An ADP Advisory Group will be tasked with evaluating ADP policy and procedures during the pilot period.

Please review and complete the MOU to participate in the pilot ADP program as soon as possible. We look forward to working with you in implementing this important program that provides adult learners who are unenrolled from school access to the rigorous education that helps them succeed in college and career. If you have any questions, please reach out to Miranda Scott, Adult Diploma and GED Programs Coordinator at Miranda.Scott@vermont.gov.

Sincerely,

[Space for Signature]

Your name

Your title

Vermont Agency of Education

cc: Person cced, Title
Person cced, Title
Person cced, Title

