



Illinois Department of Corrections

Administrative Directive

Number: 04.10.108	Title: Student Assessment and Placement	Effective: 9/1/2024
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Authorized by:	<i>[Original Authorized Copy on File]</i> Latoya Hughes Acting Director
Supersedes:	04.10.108 effective 7/1/2023

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, 04.23.130	Referenced Forms: DOC 0317 – Disciplinary Report DOC 0356 – Earned Program Sentence Credit (EPSC) Goal Statement DOC 0741 – OAEVS Enrollment Drop Slip

I. POLICY

The Department shall place or reassign individuals in custody 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 individuals in custody.

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, Career and Technical Education 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;

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- (2) Scores prior to, or during the first week of an educational program, when feasible;
 - (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 an 8.0 grade in reading and math level for high school equivalency testing; and
 - (6) Requirements for grant funded programs.
 - b. For Career and Technical Education (CTE) program students, an inventory of coursework areas the individual in custody is interested in pursuing. The inventory shall be completed prior to, or during the first week of enrollment, when feasible.
 - c. Office of Adult Educational and Vocational Services (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 and CTE.
 - d. Relevant educational transcripts.
 - e. Attendance records on each student.
 - f. Each educator shall complete an Educational Needs Assessment Checklist with the individual in custody. 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, individuals in custody with a verified high school equivalency certificate or high school diploma may be placed in ABE or Advanced ABE for remedial education.
- d. 6.0 grade level or above without a verified high school equivalency certificate or high school diploma - Career Technology college CTE course for re-entry preparation.
 - e. 8.0 grade level or above with a verified high school equivalency certificate or high school diploma - CTE 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 Educational Facility Administrator (EFA) and with the

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approval of the OAEVS Manager, individuals in custody housed in special treatment centers may be placed in CTE programs without a verified high school diploma or equivalent.

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

NOTE: A high school diploma shall be issued to a student who has successfully completed the high school level equivalency test and the Illinois Constitution test/module.

F. Placement

1. For educational programs, individuals in custody shall be placed according to educational assessment and release date.
2. Students shall be placed on the 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 the wait list for the particular program(s) requested or required. Students shall be placed on the respective wait list(s) by projected release date; shorter outdates having priority over longer remaining sentences.
3. 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.
4. In the event two or more students have identical criteria for placement into a program or on the wait list, age shall determine placement rank with the youngest student placed first.
5. 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 their first 30 calendar days at the new facility.
6. Students who drop an education or CTE 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 shall be required to sign an OAEVS Enrollment Drop Slip, DOC 0741, if they are voluntarily dropping an Advanced ABE, ASE or CTE program.

NOTE: ABE is a mandatory program and individuals in custody cannot voluntarily drop that program if enrolled. In accordance with Administrative Directive 04.10.109, if an ABE student refuses to sign an EPSC Goal Statement, DOC 0356, a Disciplinary Report, DOC 0317, shall be written and the student shall be removed from the education assignment and placed on the suspension list in accordance with Administrative Directive 04.23.130.

- b. Students in voluntary educational assignments may request re-enrollment after 45 calendar days following a voluntary drop of a program or removal from a program for disciplinary reasons, as determined by the EFA.
- c. Students in ABE shall be returned in accordance with Administrative Directive 04.10.109.
- d. Students shall be removed from the educational assignment for disciplinary reasons if they receive five DOC 0317's, from the academic area in which they are found guilty of the infractions.

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- (1) A copy of each DOC 0317 issued to a student shall be reviewed by the EFA and placed in the student file.
- (2) The EFA, Associate Dean and/or the adjustment committee shall have the discretion to remove a student based on the severity of the infraction prior to the student receiving a total of five reports.
- (3) Any student removed from an educational assignment for disciplinary reasons shall be added to the suspension list for a period of 45 calendar days. Mandatory ABE students shall return to the wait list and voluntary students shall be required to request to re-enroll in the program after the 45-day period.

NOTE: Discipline received outside of the academic setting shall result in expulsion from the academic assignment for a period of 45 calendar days only when the student is placed in Restrictive Housing and found guilty of the infraction which placed the individual in Restrictive Housing. C-Grade status alone shall not result in automatic removal of students from the programming assignment.

7. When a vacancy exists in grant funded programs or specialized classes, the EFA may:
 - a. Place ABE or ASE students in need of these specialized classes, regardless of placement on the wait list or projected release date.
 - 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 wait list or projected release date.
 - c. Students with a 6.0 assessment score and at least one year remaining on their sentence with or without a high school diploma may be enrolled in the Integrated Career and Academic Program System (ICAPS) for grant purposes.
8. Students who are continuously enrolled in educational programs and are making satisfactory progress may continue in educational programs.
 - a. Promotional opportunities include ABE to Advanced ABE, Advanced ABE to ASE, or ABE to ASE.
 - b. If seats are available in the next qualifying program, students may be enrolled immediately.
 - c. If no seats are available, promoting students may be enrolled when the next seat becomes available as part of the incentive plan.
 - d. Students who successfully complete the ASE program may continue programs through the wait list procedure.
9. 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 diploma may continue in college level programs.
10. Students who have a full-time school assignment shall not be placed on a wait list for another full-time school assignment.
11. A student who has completed two post-secondary programs, certificate and degree, during their current incarceration within the Department shall not be enrolled in a third program unless:

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- a. Approved by the CAO and OAEVS Manager; and
 - b. There is no wait list in that respective program at the time of the request.
12. Students currently enrolled in an educational assignment and are violated at the door (VAD) may be re-enrolled in the same program.
 13. CTE programs at any site with Illinois Correctional Industries (ICI) Department of Labor (DOL) apprenticeship programs or the State of Illinois Fair Ground Horticulture Program may hold up to 5 students per class section for enrollment for students to promote to these programs. Students must meet the ICI and DOL qualifications and sentence time remaining. The length of time will be determined by the type of program offered.
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