



Illinois Department of Corrections

Administrative Directive

Number: 04.10.109	Title: Adult Basic Education	Effective: 9/1/2024
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Authorized by:	<i>[Original Authorized Copy on File]</i> Latoya Hughes Acting Director
Supersedes:	04.10.109 effective 7/1/2023

Authority: 730 ILCS 5/3-2-2 and 3-6-2 20 IAC 405 and 504	Related ACA Standards: 5-ACI-7B-01, 09, 11, 12, 14, 15
Referenced Policies: 04.10.103, 04.10.108, 04.10.118	Referenced Forms: DOC 0355 – Adult Basic Education Attendance Exemption Request DOC 0356 – Earned Program Sentence Credit (EPSC) Goal Statement

I. POLICY

The Department shall require individuals in custody who have been committed on or after January 1, 1987, and who demonstrate academic achievement below the acceptable level, to complete the Adult Basic Education program in accordance with 20 Ill. Adm. Code 405.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish written instructions to staff regarding the implementation of the mandatory Adult Basic Education program.

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. Definitions

90 instructional day program – a period of 90 days of remedial education, excluding days of absence or days when no instruction was offered.

Adult Basic Education (ABE) program – for purposes of this directive, required attendance in an ABE class for a period of 90 instructional days.

Instructional day – a day when, depending on the number of days in the work week, 120, 150 or 180 minutes of instruction is provided. When the regular instructional day is interrupted, the Education Facility Administrator (EFA) may award attendance credit to productive students present for at least one-half of

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the full period of instruction. A standardized test day may constitute an instructional day.

Medical lay-in – a non-hospitalization medical condition that a medical professional deems serious enough for the individual in custody to be excused from educational programming.

Re-Entry days – days in which an individual in custody participates in approved programs or pre-release services or activities to assist in transitioning back into the community.

F. General Provisions

1. Individuals in custody committed to the Department on or after January 1, 1987, for two or more years or as sexually dangerous persons, except those serving a life sentence, who have been assigned to general population shall be given an academic achievement test approved by the Office of Adult Education and Vocational Services (OAEVS) Manager. The achievement test shall be administered within 40 working days of transfer, excluding days of lockdown, to the individual's assigned correctional facility to determine their academic achievement level.
2. Individuals in custody shall be informed of the facility's incentive plan for class attendance and achievement. This may be accomplished during orientation, when tested or after being assigned to an education program.
3. Individuals in custody tested after January 1, 1987 and having a standardized intake academic achievement test score below the 6.0 grade level as determined by the composite reading and math test scores shall complete the Adult Basic Education (ABE) program unless exempted from the program by both the Chief Administrative Officer (CAO) and the OAEVS Manager in accordance with 20 Ill. Adm. Code 405.
4. Students designated to participate in the ABE program shall be:
 - a. Immediately enrolled; or
 - b. Placed on a wait list for the appropriate program, such as regular ABE, Advanced ABE or Adult Secondary Education (ASE), in accordance with placement procedures outlined in Administrative Directive 04.10.108.

NOTE: Students placed on the Non-Mandatory ABE wait list shall be enrolled in the program upon the exhaustion of the Mandatory ABE wait list.

5. Students may be given temporary assignments while awaiting placement in the program, but assignment pay shall be limited to the amount of pay the individual in custody would receive for participation in the ABE program, unless an exception has been granted by both the CAO and the OAEVS Manager in accordance with 20 Ill. Adm. Code 405.
6. Individuals in custody shall be enrolled immediately when a vacancy occurs in the appropriate program provided sufficient time remains from their release date to complete or benefit from the placement. However, pay shall continue to be restricted until the student reaches a 6.0 composite grade average in ABE or an exemption is granted.
7. Individuals in custody designated to participate in the program shall be required to attend a minimum of 90 days of remedial instruction unless they receive the required composite score at 45 days of instruction.
8. The maximum number of students allowed in attendance for each required ABE class shall be in accordance with Administrative Directive 04.10.103.
9. When the student's 90 instructional day program has been interrupted in excess of 30 work days,

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their attendance record shall begin over with no credit given for days previously attended. Days of interruption shall:

- a. Include days absent due to circumstances such as illness, medical lay-in, visits, writs, discipline, parole violation or days not credited due to lack of participation.
 - b. Not include days absent due to non-disciplinary transfers, lockdowns, re-entry days, days in which the CAO cancels classes or days when no instruction was offered.
10. Students removed from class due to a non-disciplinary facility transfer prior to completion of the 90 instructional day program shall have their transcript on Offender 360 (O360) updated to reflect the total number of attendance and absence days. The receiving facility shall:
- a. Ensure that the student is immediately enrolled in the program; or
 - b. Placed in the next available opening or on a wait list; and
 - c. Continue the educational program based on the student's previous record of attendance and non-attendance as shown on O360.
11. Upon completion of the program, the student shall be retested with an academic achievement test that has been approved by the OAEVS Manager.
- a. Students who do not receive the required composite achievement score of 6.0 shall be encouraged to remain in an educational program, as long as progress is being made, in accordance with the incentive plan for the facility.
 - b. Students who score below the required grade level and who do not continue their education shall be reported to the Assignment Officer. Those students may be given a new assignment; however, assignment pay shall be limited to the amount of pay for participation in ABE, unless an exemption has been granted by both the CAO and the OAEVS Manager in accordance with 20 Ill. Adm. Code 405.
12. Any student enrolled in the ABE program who refuses to sign an Earned Program Sentence Credit (EPSC) Goal Statement, DOC 0356, or is removed from the educational assignment for disciplinary reasons, in accordance with Administrative Directive 04.10.108, shall serve a 45-calendar day suspension. Suspensions shall be subject to the following:
- a. After the 45-calendar day suspension is completed, the student shall be returned to the class, provided there is an opening, or be placed on the wait list.
 - b. The Education Facility Administrator (EFA) may impose additional suspensions when warranted. Consideration for additional suspensions may be based on behavior, security or other factors. The length of subsequent suspensions shall be doubled.
 - c. The student may petition for return to the program during the initial or any subsequent suspension. The EFA shall consider and approve or deny the request accordingly.
 - d. The EFA shall maintain records of suspensions, dates and appeals.

G. Requirements

1. A local written procedure, approved by the CAO, shall be developed to ensure all provisions of this directive are met. The procedure shall define responsibilities and provide for proper communication between appropriate staff.

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2. The OAEVS Manager shall develop an incentive plan that rewards students for educational achievements and encourages education attendance and active participation. The plan may include removal from pay restriction for ABE, educational assignment priorities, certificates of completion and recommendation for EPSC.
 3. Educational records shall be maintained in accordance with Administrative Directive 04.10.118.
 4. ABE exemptions shall be documented on the Adult Basic Education Attendance Exemption Request, DOC 0355, and maintained in the student's educational file. This exemption shall apply only for the facility where it was granted.
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