

Minneapolis AE Consortium
Personal Education Plan

Document 2.H

Name: _____ Date: _____

People come to the Adult Basic Education (ABE) program because they believe education can in some way help them to reach their personal goals. Adult Education staff are expected talk with you to review your current goals and share assessment scores to determine which classes will assist you to reach your goals as quickly as possible. The staff will work with you to identify small steps that will build toward your desired personal goals. By developing a plan with many small steps you will be able to see your progress and success more quickly. Use this as a guideline:

What brings you (back) to school?

What do you hope to achieve by attending classes (short-term goal)?

How much time do you have to work towards your goal while attending classes?

How do you think we can assist you in reaching your goal?

What is your long-term goal and when do you hope to achieve this by?

What barriers might get in your way, if you allow them to?

Based on the goals you have told us about and the assessments you have completed the first step towards your educational goal will include: **Regular attendance**, _____

At this time we believe placing you in the _____ class/es will be the first step towards assisting you in achieving your goal. As your skills develop we will review this plan and make adjustments. Sometimes you will only need a little help to remember how to do something you understood before and other times the teachers will need to teach you completely new skills. Be patient with yourself and let us know what you need from us.

I agree to attend classes every day the school is open and understand that I may be absent a maximum of four days each month. I understand that regular attendance will help me to achieve my goals more quickly:

Signed: _____