

AEPP Requires:

- Every student must have a student folder
- Folders must be stored in a locked cabinet
- Teachers may have duplicate files for their use
- Folder contents must be stored and accessible to NYSED and/or Accountability Office for a period of not less than 7 years



- **Individual Student Record Form (ISRF) issued annually by NYSED with original signature from student**
 - **Returning students from the previous year must also have a new, signed, ISRF with new information updated**
- **Assessment score sheets (for all pre and posttests):**
 - **BEST 2.0 score sheet or electronic report**
 - **BEST Literacy 1.0 scoring booklet**
 - **TABE Locator Test results**
 - **TABE Test score sheet and DRC student profile**
 - **HSE Exam Readiness Assessment score sheet (if applicable)**



from student

- **Education and Employment Plan (EEP)**
 - **Customized to student's entry literacy levels and goal selection**
 - **Updated at least quarterly**
 - **AEPP can provide a template**
- **EPE Distance Education screening tool, if enrolled in an EPE Packet Program (GRASP, SMART, or ESL)**
- **AEPP Hybrid Instruction screening tool if applicable**

