

Adult High School Pilot Program Solicitation for Proposals Fifth Release

**Pre-Proposal Webinar
February 3, 2025**



Agenda

- AHS Pilot Program Background & Purpose
- Roles & Responsibilities of MSDE & MD Labor
- Establishing & Maintaining an Adult High School
- Remaining in Good Standing
- Reporting Requirements
- Curriculum & Academic Policies
- Submission Documentation, Formatting, & Important Dates
- Questions?

AHS Pilot Program Background

- Jointly operated by the Maryland State Department of Education (MSDE) and the Maryland Department of Labor (MD Labor).
- In 2016, A Task Force to Study the Adult High School Concept was created by [House Bill 1406](#) by the Maryland General Assembly.
- [House Bill 1381](#) (2017) further defines becoming an adult high school, remaining in good standing, curriculum requirements, programmatic and fiscal reporting requirements, and academic policies.

Purpose of the AHS Pilot Program

- Maryland High School Diploma Pathway for adults 21+
- Learners take classes to earn credits towards graduation, as noted in [COMAR 13A.03.02.03](#).
- Support individuals with barriers to employment, including:
 - Individuals without a high school diploma
 - Multilingual learners
 - Individuals with low literacy, to access the workforce services needed to set them up for successful in-demand careers.
- Collaborative service delivery with community partners

Roles & Responsibilities

- Joint authority of MSDE & MD Labor
- MSDE:
 - Provide academic expertise and oversight; Review curriculum and provide feedback within 60 days of program application/renewal.
 - Approve diploma requests and forward approvals to MD Labor. Review transcripts, as requested by programs.
 - Jointly develop & review program solicitation and continuation applications in collaboration with MD Labor.
 - Manage grant funds, beginning in FY22 (Senate Bill 630 (2021)).
 - Provide technical support and resources

Roles & Responsibilities (Cont'd.)

- MD Labor:
 - Issue diplomas, upon MSDE diploma approval.
 - Collect and maintain annual program reports.
 - Provide technical support and resources regarding program policies and procedures along with MSDE.
 - Maintain the database of Adult High School Pilot Program graduates and the diplomas awarded.
 - Provide technical support regarding programmatic aspects by ensuring programs meet and operational requirements along with MSDE.

Establishing an AHS

- As stipulated in the [Maryland Code of Regulations 13A.05.14](#):
 - Operate from a fixed physical location;
 - Offer wraparound services necessary for the adult learner;
 - Grant a Maryland high school diploma on completion of the required course of study;
 - Adopt written standards for the admission and dismissal of students;
 - Comply with the requirements of §504 of the Rehabilitation Act of 1973;
 - Provide accommodations equal to those a student would qualify for under the Individuals with Disabilities Education Act (IDEA) if the student has a disability with an educational impact.

Establishing an AHS (Cont'd.)

- A pilot shall enroll:
 - A maximum of 350 students at any given time; and,
 - Students who:
 - Are 21 years or older;
 - Do not have a high school diploma; and,
 - Did not complete the requirements for high school graduation through GED testing or the National External Diploma Program (NEDP).

Establishing an AHS (Cont'd.)

- The operator of a pilot established under the Program shall:
 - Be registered as a nonprofit organization in the State of Maryland;
 - Have previous experience and measured success in providing education or workforce development services;
 - Have secured financing to develop, or the capability to secure, financing for the development of a physical site for the pilot; and,
 - Hire appropriately trained instructional personnel.

Other Notes for Operators

- An operator may be a partnership of two or more persons that meet the necessary qualifications.
- The operator may partner with a public institution of higher education in the State, if the operator intends to provide coursework for college credit, or a county board of education.
- An advisory board shall govern a pilot established under the Program.
- MSDE, in consultation with MD Labor, may approve up to six pilots under the Program & will periodically post a solicitation for a pilot.

Remaining in Good Standing

- Annual Application for Funding
 - Funding is awarded directly to the programs which are approved by MSDE and MD Labor as official adult high school pilots.
 - Funding supports the operation of the adult high school pilot approved under the Adult High School Pilot Program.
 - AHSP Application for Participation and Grant Information Guide will be available on the MSDE Grants Programs webpage.
 - MSDE, in consultation with and MD Labor will monitor grantee progress through project updates, financial reports, and an evaluation of outcomes based on grant goals.

Remaining in Good Standing (Cont'd.)

- Annual Program Continuation Application
 - Demonstrates satisfactory progress toward the school's objectives during the current fiscal year.
 - Each year, the Adult High School Pilot Program Continuation Application will be released to existing schools on or about March 15.
 - All applications will be reviewed by MSDE and MD Labor. Scores and opportunities for application resubmission will be communicated with schools on or about July 30. Final acknowledgement of program continuation will be formally issued by MSDE and MD Labor by mid-September.

Reporting Requirements

- Program Reporting
 - Bi-annual progress reports, including data & narrative components.
 - Program Reporting Deadlines - January 31, June 30
- Fiscal Reporting
 - Fiscal and Program Monitoring Deadlines: Monthly
 - Interim Report Deadline: January 15
 - Final Annual Financial Report Deadline: September 30

Other Requirements

- Monthly Meetings
 - Discuss program updates, data trends, goals metrics, logistical challenges, and other discussion items that arise.
- Site Visits
 - Each AHSP program will participate in at least one site visit with the MSDE and MD Labor team during the fiscal year.

Curriculum

- MSDE, in consultation with MD Labor, is responsible for the review and approval of the program's curriculum and pilot.
- The proposed curriculum and performance standards shall demonstrate alignment with the [Maryland College and Career Ready Standards](#).
- Prior to taking effect, any modifications to the operator's curriculum must be documented in the operator's annual submission of the Continuation Application for review and approval by MSDE.

Academic Policies

- Graduation Requirements
 - Adult high school pilot program learners must meet the current Maryland state high school enrollment and credit requirements as outlined in [COMAR 13A.03.02.03](#).
 - To earn a diploma, a learner shall be enrolled in a Maryland public school system or an adult high school and earned a minimum of 22 credits.
- Service Learning Hours
 - To obtain a high school diploma in Maryland, students must complete the service learning graduation requirement in accordance with COMAR [13.A.03.02.05](#).

Academic Policies (Cont'd.)

- MCAP Assessment
 - According to the Code of Maryland Regulations, 13a.03.02.06, a learner shall take the requisite Maryland High School Assessment during its next regular administration if the student received credit for taking any of the following courses aligned with the Maryland High School Assessment:
 - (1) Algebra;
 - (2) Science;
 - (3) English; or
 - (4) Government.

Academic Policies (Cont'd.)

- Dual Enrollment & Dual Credit
 - Students may receive dual credit for college courses taken while enrolled in high school. Dual credit courses should be listed on the student's high school transcript.
 - Adult High School Pilot Programs may accept college courses taken while the student was not enrolled in high school or an adult high school program for dual credit.
 - Accepted college course(s) should align to the specific high school course(s) requirement based on the AHSP program's MSDE approved curriculum.

Academic Policies (Cont'd.)

- Career & Technical Education (CTE)
 - Option 1: Students have a current approvable industry certificate. Certificates must be aligned to Maryland State Approved CTE programs
 - Option 2: Students enroll in Career Research and Development CTE program of study.
 - Option 3: Students enroll in a registered apprenticeship.
 - Option 4: Students may complete an approved CTE program at a community college. Non-credit postsecondary programs that are part of an approved secondary CTE program may also be counted.

Proposal Submission

- **Submissions should be submitted as one PDF file in a single email. Proposal Budget should also be submitted as a standalone Excel sheet (.xlsx). Documents should be submitted in the order that they are listed below:**
- Review our [webpage](#) for all required elements of your submission
 - Solicitation for Proposals (PDF & Word)
 - Application (Appendix A) (Word)
 - Qualifications of Personnel Chart/Key Staff (Appendix B) (Word)
 - Budget (Appendix C) (Excel)
- **Proposal submission deadline: 5 PM on Friday, March 7, 2025**

Upcoming Deadlines

Notice of Intent to Apply	Friday, February 7
Proposal Submission Begin Date	Monday, February 10
Proposal Due Date	Friday, March 7
Narrative Review Date Range	March 24 - April 18
Consensus Meetings	April 22 & 23
Curriculum Review Feedback Due Date Range	April 11 - May 6
Release Notice of Proposal Decision by	Thursday, May 8

Program Contacts

- Laura Ostrowski, Office of Adult Education & Literacy Services, MD Labor - laura.ostrowski@maryland.gov
- Kellise Williamson, Office of College & Career Pathways, MSDE - kellise.williamson@maryland.gov

Thank you!

from

*The Office of Adult Education & Literacy Services &
The Office of College & Career Pathways*
