

## Sample Instrument

### ACQUIRING A GED

#### Education Focus Area

**Outcome:** Number of unduplicated students acquiring a GED (ED26)

#### Sample Instrument

##### *Student Summary Tracking Log*

This instrument can be used to track the number of students that acquire a GED certificate. “Date student completed education or mentoring program” tells you how long it has been since the student finished the CNCS-supported program; you will need to decide how long to track students to find out whether they met the expected outcomes. To track whether the student acquired a GED, identify the date the student is expected to take the GED tests and whether the student has met the outcome and acquired a GED. You will need to confirm that the student has passed all five tests and received a GED certificate or credential.

## Student Summary Tracking Log

### Instructions

What is the purpose?	To determine how many students that completed CNCS-supported program acquired a GED.
Who should complete this instrument?	Project Director or designee should complete the instrument.
When should we complete this instrument?	As students complete the program and acquire their GED certificate.
What should we do to prepare?	<p>Enter the names of students who completed the CNCS-supported program and expected dates for GED test. You may want to add a column for another student identifier, such as birth date or address, if you are tracking large numbers of students.</p> <p>Recommended: If you are tracking students for different CNCS-supported services, use separate logs. This will allow you to compare results for each service more easily and make decisions about where improvement could occur.</p>
What should we do afterwards?	Keep a copy of "Student Summary Tracking Logs" in a safe place; <b>these are your data</b> . You will aggregate these data later to determine if you met your outcome target.
Can I use an alternative instrument?	Different forms can be developed/used to document unduplicated students that acquired a GED. For example, a spreadsheet format allows you to easily add columns and rows to track additional data. However, whether your instrument is in paper format or electronic format, remember to save these "raw" data as proof that a systematic process was used to document the outcome.

## Student Summary Tracking Log

**Program:** \_\_\_\_\_ **School Year:** \_\_\_\_\_

**Person completing this Log:** \_\_\_\_\_

**Instructions:** List the students that completed your CNCS-supported program, the date they finished, and grade level at the time of completion, if applicable. In the columns under GED ACQUISITION, as students receive their GED certificate, enter a "1" in the column after the expected date of the GED tests.

STUDENT		GED ACQUISITION (ED26)			
Last Name	First Name	Date completed CNCS-supported program	Grade level at time of program completion	Expected date GED tests	Enter "1" if received GED certificate
<i>Example: Smith</i>	<i>John</i>	<i>5/20/10</i>	<i>12</i>	<i>6/15/10</i>	<i>1</i>
1.					
2.					
3.					
4. <i>add rows</i>					

**Outcome (ED26):** Number of unduplicated students participating in your program that acquire a GED certificate: \_\_\_\_ #