APPALACHIAN
ADULT BASIC EDUCATION
DEMONSTRATION CENTER

VIRGINIA
COUNSELOR AIDES

STATE MODULE
FINAL REPORT

AUGUST 31, 1970
MOREHEAD STATE UNIVERSITY
MOREHEAD, KENTUCKY
Final Evaluation of Virginia State Module

Carroll County Counselor-Aides
Hillsville, Virginia

Project Number OEG-2-7-005077-5077-6 (324)

A Component of the Appalachian
Adult Basic Education Demonstration Center

Morehead State University
Morehead, Kentucky

George W. Eyster
Executive Director

June 15, 1970
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U.S. DEPARTMENT OF
HEALTH, EDUCATION, AND WELFARE

Office of Education
BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION

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ABSTRACT

The Counselor-Aide Program is implemented by para-professionals working cooperatively with a certified counselor, in an effort to raise the economic level of the adults in Carroll County, through an improvement in the educational level of achievement.

The Counselor-Aides feel that they have been reasonably successful in meeting the objectives as stated. Approximately 800 contacts have been made since September 1, 1969, including new contacts and follow-ups. Several have returned to Adult Basic Education classes; others have expressed a desire to enroll when classes resume in the fall of 1970; and still others have since earned the high school equivalency certificate.

Upon rating the duties and responsibilities of the Counselor-Aides, it was revealed that there was poor communication between the employment office and personnel managers in industry and the Counselor-Aides, in an effort to secure names of prospective Adult Basic Education students.

The tabulations found in this report portray the various areas covered in gaining an understanding of the program and students.

Home visits and presentation of Adult Basic Education programs to civic groups produced the most interest and participation.

Two main causes for withdrawal from classes were—
(1) earned G. E. D. Certificate
(2) classes conflicted with shift work schedule.

Students traveled from one-half mile to sixteen miles, with an average distance of approximately four miles, to attend class. There was an even division between travel on hard-surface roads and dirt and gravel roads. A very few walked.

We feel that we have not progressed as far as we would have liked, but a more intensive effort in the future, including more extensive publicity, will bring more rewarding results.
The Counselor-Aide Program, organized in Carroll County, Virginia in 1968, has improved the understanding of the general public as to what is being provided in the area of adult education.

Major concerns include the low-average level of grade completion in Carroll County and the need to build some type of program for adults at all levels of academic achievement. According to the 1960 census, there were, in the county, more than 12,500 adults, twenty-five years of age or older, 72% of whom had less than an eighth grade education. Many persons eligible for enrollment in the Adult Basic Education Program need extra encouragement to help them gain enough self-confidence to want to participate in the program.

Para-professionals are used to establish better lines of communication between students and the Adult Education Program, business and industry.

These problems need to be solved in order to help in raising the economic status of the individuals, thereby improving the economic status of the community. This has been accomplished to some extent, as evidenced by job improvement upon earning the high school equivalency certificate and the opening of new career opportunities, upon reaching the equivalence of an eighth grade education.

There are some students in the community who express eternal gratitude to the Counselor-Aides for their assistance in enrolling them in an adult educational improvement program. However, there are still those who refuse the opportunities offered by our program.

There are other groups in the community concerned enough with the need for an adult education program to allow the Counselor-Aides to speak to them. However, it seems that, to this point, their intentions have been stronger than their actions. It is hoped that, through more forceful publicity, the interest, hence the program, will expand.
OBJECTIVES

I. Is there a justifiable need for full-time guidance services for Adult Basic Education students in rural areas?

This is not consistent with the realities of the Virginia Project since money already is provided for counselors for Adult Basic Education.

II. Is guidance a highly skilled and technical process which can only be undertaken by a skilled counselor?

IV. To ascertain the role and responsibility of counselor-aides in Adult Basic Education.

These two objectives will be reported in the following manner:

A. Duties that the counselor-aide has been able to accomplish successfully in the Adult Education Program. These are rated as to effectiveness, 10 being most effective and 1, the least.

<table>
<thead>
<tr>
<th>Contacts made by</th>
<th>Counselor-Aide 1</th>
<th>Counselor-Aide 2</th>
<th>Consultant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Securing Names of Prospective Adult Basic Education Students</td>
<td>6</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>a. From members of Adult Basic Education classes and teachers</td>
<td>6</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>b. From drop-out lists (Adult Basic Education teachers)</td>
<td>4</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>c. From a friend's recommendation</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>d. From a list of persons scoring low on first attempt of G. E. D. test</td>
<td>6</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>e. From Adult Basic Education students' friends' recommendations</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

2. Home Visitation for Recruiting
   a. Use of data forms | 6 | 6 | 7 |
   b. Follow-up visits when necessary | 6 | 7 | 7 |

3. The Importance of the Counselor-Aide to be in Class When Recruit Arrives | 5 | 6 | 7 |

4. Assist with Standardized Test Administration, Scoring, and Interpretation | 6 | 7 | 8 |

5. Distribution of Materials and Equipment to Individual Centers | 6 | 6 | 8 |

*For supportive data, refer to Appendix pages 1-18.
7. Keep Personnel Data Form and Follow-Up Form on Each Person Visited  
8. Participate in Formalized Classroom Study to Become Better Qualified to Work with Adult Students  
9. Make Necessary Referrals to Other Agencies When Approached with a Situation Requiring Unavailable Information  
10. Follow-Up of Prior Adult Basic Education Students to Find Reasons for Dropping Out and Trying to Eliminate These Reasons  
11. Collect Personal Data on Adult Basic Education Students to Enable Both the Adult Basic Education Counselor and Teacher to Better Understand the Student  
12. Attendance and Participation in All In-Service Workshops, etc. That Would Be of Benefit to the Counselor-Aides in Performing Their Duties  
13. Present Adult Basic Education Programs to Civic Organizations Using Slides, Brochures, etc.  
14. Visit Adult Basic Education Class to Gain a Better Understanding of Program and Student

Duties that the counselor-aide has not been able to accomplish successfully in the Adult Education Program.

1. Secure names of prospective students  
a. From employment office (Galax, Virginia)  
b. From personal knowledge  
c. From personnel managers in industry
2. Maintain an excellent working relationship between business and/or industry 
in the community and the Adult Basic 
Education Program

3. Keep other agencies informed on happenings 
in adult education and, in turn, keep 
informed of new developments in the agencies.

Duties proposed but not attempted by the counselor-aides 
in the Adult Education Program.

1. Secure names of prospective students  
a. From high school guidance department 
b. From elementary school records--level of parents' education

2. Personal counseling of Adult Basic 
Education students, both in and out of class

III. To determine personal characteristics required of a 
successful counselor-aide.

Objective III is not feasible because there is no 
basis for comparison; however, we feel that the following 
criteria are necessary in the selection of counselor-aides.

1. High school diploma or its equivalence (G.E.D., etc.)
2. Have understanding of types of individuals 
   most likely to become involved in Adult 
   Basic Education Program.
3. Good conversationalists
4. Neat and well poised
5. Enthusiastic about Adult Basic Education
6. Familiarity with geographical area
7. Willingness to take advanced training

As Counselor-Aides work directly with individuals, 
the following characteristics are essential.

1. Be a good listener
2. Have patience
3. Be tactful
4. Respect confidences
5. Lead rather than dominate conversation
V. To establish optimum guide lines for pre-service and in-service training programs for the counselor-aide.

In-service sessions with other members of the Adult Basic Education personnel allow for discussions and exchange of ideas, thereby enabling the counselor-aides to detect existing situations in which they may be of assistance towards strengthening the Adult Basic Education Program.

Counselor-aides benefit greatly from college courses in Human Relations and Guidance and Counseling. Much information can be derived from these in the understanding of adults and in gaining a knowledge of methods in dealing with various types of problems peculiar to adults.

VI. To develop data-gathering instruments which will be used in accomplishing the first five objectives.

1. The Adult Visitation Form is used to gather background information on prospective students.

2. The Adult Follow-Up Form is used for later contacts.

3. The Adult Record is placed in each adult student's folder and contains both personal and educational data.

4. The G.E.D. Record reveals the student's status following attempts at the G.E.D. exam.

5. The listing of the forms due each week and month also reveals the schools and areas covered by each counselor-aide.

6. The statement of travel is submitted for reimbursement and states the destination and purpose of the trip made.

7. The monthly summary of visitation is compiled to show the month's accomplishments of the counselor-aides.

8. The Human Terms Survey presents a picture of personal accomplishments of students and involvement in community affairs.
9. The Summary of Employment gives a running total of days worked.

10. The Adult Education Referral form is passed from the teacher to the counselor-aide and back to the teacher, showing the outcome of the referral.

11. The Weekly Schedule is a record of plans for the week's work and shows where the counselor-aides can be reached.
Carroll County Counselor Aide Objectives (1969-1970)

1. Is there a justifiable need for full-time guidance services for Adult Basic Education students in rural areas?

2. Is guidance a highly skilled and technical process which can only be undertaken by a skilled counselor?

3. To determine personal characteristics required of a successful counselor aide.

4. To ascertain the role and responsibility of counselor aides in Adult Basic Education.

5. To establish optimum guide lines for pre-service and inservice training programs for the counselor aide.

6. To develop data-gathering instruments which will be used in accomplishing the above objectives.
RESPONSIBILITIES OF COUNSELOR-AIDES (1969 - 70)

After much review, evaluation, and discussion of the responsibilities of the Carroll County Counselor Aides, we found the following responsibility changes in order to update our 1968-69 program.

1. Secure names of possible Adult Basic Education students
   a. From members of Adult Basic Education classes and teachers
   b. From drop-out lists (Adult Basic Education Teachers)
   c. From employment office (Galax, Virginia)
   d. From personal knowledge
   e. From a friend's recommendation
   f. From personnel managers in industry
   g. From high school guidance department
   h. Elementary school records—level of parents education
   i. List of persons scoring low on first attempt of G. E. D. test
   j. ABE Students' friends' recommendations

2. Home visitation for recruiting
   a. Use of data forms
   b. Follow-up visits when necessary

3. Be at class when recruit arrives, if possible.

4. Assist with standardized test administration, scoring, and interpretation.

5. Distribution of materials and equipment to individuals and centers.

6. Compile and keep up to date a cumulative file on each participant in Adult Basic Education Class.

7. Keep personal data form and follow-up form on each person visited.

8. Keep an excellent working relationship between the business or industry in the community and the Adult Basic Education Program.
9. Visit Adult Basic Education class to gain a better understanding of program and student.

10. Keep area agencies informed on happenings in Adult Education and, in turn, keep informed of new developments in the agencies.

11. Participate in formalized classroom study to be better qualified to work with these students.

12. Make the necessary referrals when approached with a situation requiring unavailable information.

13. Personal counseling of Adult Basic Education students, both in and out of class.

14. Follow-up of Adult Basic Education students to find reasons for dropping and trying to eliminate these reasons.

15. Collecting personal data on Adult Basic Education students to enable both the Adult Basic Education counselor and teacher to better understand the student.

16. Be in attendance and participate when possible in all in-service workshops, etc. that would be of benefit to the counselor aide in performing their duties.

17. Present Adult Basic Education Programs to civic organizations using slides and brochures.
CRITERIA USED IN SELECTING COUNSELOR AIDES

(A Para-Professional Position)

1. Desire to help adults with limited education
2. Enthusiasm about Adult Basic Education Program
3. Conversational ability - also willing to listen
4. Neat, well-poised individual
5. Tactful
6. One who respects confidences
7. High school diploma or its equivalence (G.E.D.)
8. Flexible working hours
9. Familiar with geographical area
10. Willingness to take advanced training
11. Provide own transportation
12. Have understanding of types of people most likely involved in Adult Basic Education Program
In-Service Training, Workshops, etc. (date, content, value)

In-service training, workshops, etc. participated in and value of each judged on a rating scale of one to ten with one being the lowest, ten being the highest, and N. P. representing not participated in.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Aide 1</th>
<th>Aide 2</th>
<th>Counselor-Consultant</th>
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<tbody>
<tr>
<td>1. Instructional conferences with adult education personnel</td>
<td>9</td>
<td>7</td>
<td>8</td>
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<tr>
<td>2. Recording field case notes</td>
<td>7</td>
<td>7</td>
<td>7</td>
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<tr>
<td>3. College courses</td>
<td>7</td>
<td>8</td>
<td>7</td>
</tr>
<tr>
<td>4. Visiting community agencies for background information</td>
<td>6</td>
<td>7</td>
<td>7</td>
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<tr>
<td>5. Individual conferences with counselor</td>
<td>6</td>
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<td>6</td>
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<tr>
<td>6. Reading related materials</td>
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<tr>
<td>a. &quot;How to Teach Adults&quot; published by Adult Education Association of the United States of America</td>
<td>7</td>
<td>5</td>
<td>6</td>
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<tr>
<td>b. &quot;A Treasury of Techniques for Teaching Adults&quot; published by National Association for Public School Adult Education</td>
<td>7</td>
<td>5</td>
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<tr>
<td>c. &quot;How Adults Can Learn More, Faster&quot; published by National Association for Public School Adult Education</td>
<td>7</td>
<td>5</td>
<td>6</td>
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<tr>
<td>d. &quot;Counseling and Interviewing Adult Students&quot; published by National Association for Public School Adult Education</td>
<td>6</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>e. &quot;In-service Training for Teachers of Adults&quot; published by National Association for Public School Adult Education</td>
<td>10</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td>f. Relationship to Counseling (a casebook) published by Arnold Buchheimer &amp; Sara Carter</td>
<td>8</td>
<td>N.P.</td>
<td>7</td>
</tr>
<tr>
<td>7. Work with public schools (teachers and principals)</td>
<td>6</td>
<td>7</td>
<td>6</td>
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</tbody>
</table>
8. Periods of orientation between the Director, Advisor, and Counselor-Aides

9. Group discussions and planning sessions between Assistant Director and the Counselor Aides.

### December 21, 1968--In-Service Training Workshop
- Introduction of Counselor Aides to Adult Basic Education teachers and personnel and to familiarize the Counselor Aides with the general scope of the Adult Basic Education Program in Carroll County.
- For more information, see page 14 in this report.

### February 22, 1969--A discussion on the "Needs of Adult Basic Education", "Importance of Guidance and Counseling", and "Definition of Testing".
- For more information, see page 16 in this report.

### March 22, 1969--Discussions on the following:
- Field trips, certificates awarded, Adult Basic Education students, and organizational planning for next year.
- Future plans for Adult Accelerated Learning Education Center were introduced.
- For more information, see page 18 in report.

### April 18, 1979--Evaluation Meeting--Discussed progress and future plans of the Carroll County Counselor Aide Program.
- For more information, see page 21 in this report.

### July 28--August 15, 1969--Adult Basic Education Workshop, Morehead State University

### September 20, 1969--Adult Basic Education Workshop, New Material.
- For more information, see page 23 in report.

### September 27, 1969--Counselor Aide Workshop GED and ABLE Test--For more information, see page 24 in this report.

### November 6 and 7, 1969--Regional Welfare Conference

### November 15, 1969--Adult Basic Education Teachers Workshop.
- Consultants from Educational Developmental Laboratories presented for our inspection new Adult Basic Education material now available through their company.

### February 11, 1970--District M Principals' Meeting at Hillsville Elementary School

### February 28, 1970--ABE Teachers Workshop


### May 8-9, 1970--Adult Education Association Annual Meeting at Blacksburg, Virginia

<table>
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<tr>
<th>Aide 1</th>
<th>Aide 2</th>
<th>Counselor-Consultant</th>
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<td>6</td>
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<td>8</td>
<td>N.P.</td>
<td>7</td>
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<td>6</td>
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<td>3</td>
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<td>4</td>
<td>6</td>
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<tr>
<td>N.P.</td>
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</table>
COLLEGE CLASSES PARTICIPATED IN AND VALUE OF EACH TO CARROLL COUNTY COUNSELOR AIDE

College classes participated in and value of each, judged on a rating scale of one to ten with one being the lowest, ten being the highest, and N. P. representing not participated in class.

<table>
<thead>
<tr>
<th>Course</th>
<th>Aide 1</th>
<th>Aide 2</th>
<th>Counselor-Consultant</th>
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</thead>
<tbody>
<tr>
<td>*English Foundations</td>
<td>N.P.</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>Math (Computer Assisted Instruction)</td>
<td>N.P.</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>*Human Relations</td>
<td>7</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>*Child Growth and Development</td>
<td>4</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>*Introduction to Modern Grammar</td>
<td>4</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Techniques in Counseling</td>
<td>9</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>*Adult Basic Education Workshop</td>
<td>10</td>
<td>10</td>
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</tbody>
</table>

*Reimbursed by Morehead State University through Carroll County Counselor Aide Program
1. PERSONAL DATA

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<thead>
<tr>
<th>Name</th>
<th>Address</th>
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<table>
<thead>
<tr>
<th>Maiden Name</th>
<th>Nearest Telephone</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Address Comments</th>
<th>Birthdate</th>
<th>Sex</th>
<th>Race</th>
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<td></td>
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<table>
<thead>
<tr>
<th>Employer</th>
<th>Occupation</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Marital Status: Single</th>
<th>Married</th>
<th>Separated</th>
<th>Divorced</th>
<th>Widow</th>
</tr>
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<tbody>
<tr>
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</tbody>
</table>

How many children do you have at home? ________
Number of children still in school? ________

<table>
<thead>
<tr>
<th>Name of Child</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

How many years have you lived in the community? ________
Highest grade completed in school? ________

Reason for leaving school

How was the contact between ABE and the participant made? ________

II. Is Adult Interested in ABE Classes YES ____ NO ____

Reason if Not Interested

III. A. PARTICIPATION IN ABE BEFORE YES ____ NO ____

IF THE ANSWER TO THE ABOVE QUESTION IS YES COMPLETE QUEST 1-7, IF NO, GO ON TO III B.

1. School attended ABE

2. School Address Teacher

3. Reason Entered

4. ABE Subjects Liked best Least

5. Preferred time of class Days of Week ________ Hour AM ____ PM ____

6. Date Withdrawn

7. Reason for Withdrawal
III. B. At What School Would you Like to Attend ABE  

School Address  

Reason for Entering  

Preferred time of Class-Days of Week  Hour AM ___  PM ____

Special Interest and Hobbies:  

IV. Interviewed by:  __________________________ Date ________

Comments:  _______________________________________

__________________________________________________
ADULT FOLLOW-UP FORM
CARROLL COUNTY ADULT BASIC EDUCATION

NAME __________________________ ADDRESS __________________________

SCHOOL ENROLLED __________________________________________________

I. FOLLOW-UP DATE ____________ INTERVIEWER __________________________
REASON FOR FOLLOW-UP ______________________________________________
COMMENTS __________________________________________________________

II. FOLLOW-UP DATE ____________ INTERVIEWER __________________________
REASON FOR FOLLOW-UP ______________________________________________
COMMENTS __________________________________________________________

III. FOLLOW-UP DATE ____________ INTERVIEWER __________________________
REASON FOR FOLLOW-UP ______________________________________________
COMMENTS __________________________________________________________

IV. FOLLOW-UP DATE ____________ INTERVIEWER __________________________
REASON FOR FOLLOW-UP ______________________________________________
COMMENTS __________________________________________________________

V. FOLLOW-UP DATE ____________ INTERVIEWER __________________________
REASON FOR FOLLOW-UP ______________________________________________
COMMENTS __________________________________________________________
CARROLL COUNTY ADULT BASIC EDUCATION

I. PERSONAL DATA

Name ___________________________ Address ___________________________
Maiden Name _____________________ Telephone _______ Birthdate _______
How many years have you lived in this community? ___________________________
Sex _______ Race _______ Social Security Number ___________________________
Marital Status _____________________ No. Dependents ______ No. in School ______

LIST ALL MEMBERS OF HOUSEHOLD:

<table>
<thead>
<tr>
<th>NAME</th>
<th>AGE</th>
<th>NAME</th>
<th>AGE</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

II. EDUCATIONAL DATA

A. PREVIOUS FORMAL EDUCATION

Last School attended ____________________ Address ________________________
Grade Completed ___________ Age left School __________________________
Reason for Leaving ____________________________

B. ADULT EDUCATION DATA

Date Entered A.B.E. _______________________
Reason Entered ____________________________
School Attended A. B. E. _____________________
School Address ___________________________ Teacher __________
A.B.E. Subject Liked Best __________________ Least ____________________

Date Withdrawn ________ Reason Given for Withdrawal ________________
Teacher Estimation of reason for Withdrawal __________________________
How was initial contact between ABE and Participant Made?

Counselor Aide  Friend  ABE Pamphlet  Church

Employer  Relative  Club or organization

ABE Teacher  ABE Teacher Aide  ABE Student

School Teacher  School Principal  Newspaper

Radio  T.V.  Other

III. TEST DATA:

<table>
<thead>
<tr>
<th>NAME OF TEST</th>
<th>LEVEL</th>
<th>DATE</th>
<th>SCORE</th>
<th>MARK PRE OR POST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
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<tr>
<td>2.</td>
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<tr>
<td>3.</td>
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<tr>
<td>4.</td>
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<tr>
<td>5.</td>
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<tr>
<td>6.</td>
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</tr>
</tbody>
</table>

IV. COMMENTS:
Carroll County Counselor Aide Program

Monthly Summary of Visitation Form

1 - Name ____________________________ Month ____________________________

2 - Contacts Made: Male ____________ Female ____________

3 - Contacts Interested in ABE: Male ____________ Female ____________

4 - Enrollment: Male ____________ Female ____________

5 - Retention: Male ____________ Female ____________

6 - Follow-ups: Male ____________ Female ____________

7 - Reason For Follow-up: ABE Teachers ______, Counselor Aide ______, Other ________

8 - Referrals (Reason and Results):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

9 - Organizations Visited: ____________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

10 - Programs Participated in: ____________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
11 - Comments about ABE Students:


12 - Comments about ABE Teachers:


13 - Comments about ABE students' progress:


14 - Reasons for Difference Between Columns 3 & 4:


15 - Reasons for Lack of Retention (Column 5):


16 - Number of ABE students visited & enrolled by counselor aides


Number of ABE students visited & enrolled by other means
CARROLL COUNTY COUNSELOR AIDE PROGRAM

FORMS DUE FIRST OF MONTH

1--Statement of Travel
2--Monthly Summary of Visitation
3--Human Terms Survey
4--Summary of Employment
5--Daily Diary for Month
6--Agency Referral

FORMS DUE AT THE END OF EACH WEEK

1--Weekly Schedule
2--Weekly Summary

SCHOOLS AND AREAS COVERED BY EACH COUNSELOR AIDE

**Mrs. Katie Bowman**

* Gladeville Elementary School
* Oakland Elementary School
* Vaughn Intermediate School
* Lambsburg Elementary School
* Fancy Gap Elementary School
* Laurel Elementary School
* City of Galax

**Mrs. Mabel Dalton**

* Carroll County High School
* St. Paul Intermediate School
* Laurel Fork Elementary School
* Gladesboro Elementary School
* Dugspur Elementary School
* Mt. Bethel Elementary School
* Sylvatus Elementary School
* Hillsville Elementary School
* Hillsville Intermediate School

* Schools with Adult Basic Education Classes
## G.E.D. Record

**Name:**

**Address:**

**Date of Birth:**

**A.B.E. Center:**

<table>
<thead>
<tr>
<th>Test Number</th>
<th>Subject</th>
<th>Passing Score Required</th>
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</thead>
<tbody>
<tr>
<td>3</td>
<td>English</td>
<td>Date Attempted Score Attained</td>
</tr>
<tr>
<td>4</td>
<td>Math</td>
<td>Date Attempted Score Attained</td>
</tr>
<tr>
<td>5</td>
<td>Social Studies</td>
<td>Date Attempted Score Attained</td>
</tr>
<tr>
<td>6</td>
<td>Science</td>
<td>Date Attempted Score Attained</td>
</tr>
<tr>
<td>7</td>
<td>Literature</td>
<td>Date Attempted Score Attained</td>
</tr>
</tbody>
</table>

**TOTAL SCORE**

**Date of certificate received:**

**Comments:**

---

13
Counselor Aide Program

STATEMENT OF TRAVEL

Itemized travel statement in connection with visitations for Program

Signed

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESTINATION AND PURPOSE OF TRIP</th>
<th>TOTAL MILEAGE FOR THE TRIP</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
"HUMAN TERMS" SURVEY

Counselor Aide's Name ____________________________

Address: ________________________________________

Date Beginning: ________________________________

Date Ending: _________________________________

Information is requested on the following. Please do not feel limited to this list.

1. The number of students finding a job, because of ABE.
2. The number finding a better paying job.
3. The number being promoted or getting a raise.
4. The number discontinuing public welfare.
5. The number registering to vote for the first time.
6. The number voting for the first time.
7. The number going on to vocational or other job training.
8. The number receiving their citizenship papers.
9. The number joining a civic or other community organization.
10. The number recruiting other ABE students.
11. The number going on to high school.
12. The number passing GED test.
13. The number of children staying in school because of parents being in ABE.
14. The number of adults learning to read for the first time.
15. The number using a family budget for the first time.
16. The number subscribing to a newspaper or other publication for the first time.
17. The number opening a savings or checking account for the first time.
18. 
19. 
20. 
21. 
22. 
23. 
24. 
25. 

Please provide data of selected local Adult Basic Education activities such as: pertinent newspaper clippings, individual stories, and a selection of the best, most informative letters from Adult Basic Education students.
COUNSELOR AIDE
SUMMARY OF EMPLOYMENT

Name ___________________________ School ___________________________

Counselor Aide Summary of Employment to be submitted to Office of Director at the end of each month.

<table>
<thead>
<tr>
<th>Month</th>
<th>Work Days</th>
<th>Total work days this year</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td></td>
<td></td>
</tr>
<tr>
<td>September</td>
<td></td>
<td></td>
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<tr>
<td>October</td>
<td></td>
<td></td>
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<tr>
<td>November</td>
<td></td>
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<tr>
<td>December</td>
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<tr>
<td>January</td>
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<tr>
<td>February</td>
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<td>March</td>
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<td>April</td>
<td></td>
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<tr>
<td>May</td>
<td></td>
<td></td>
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<tr>
<td>June</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of Director ___________________________

Signature of Aide ___________________________

Please keep one copy for your file, return one each month with a progressive report by month giving all previous months to date and return one final copy completed at the close of employment.
To be filled out by ABE Teacher

Name of Adult: ______________________ Name of ABE Teacher: ______________________

Reason for Referral: ______________________

________________________________________

Referred To: ______________________ Date: ______________________

Comments: ______________________

________________________________________

To be filled out by Counselor Aide

Outcome of Referral: ______________________

________________________________________

Comments: ______________________

________________________________________

To be completed and returned to the ABE Teacher making the referral.
CARROLL COUNTY COUNSELOR AIDE PROGRAM

WEEKLY SCHEDULE

Name ____________________________ Position ____________________________

Center __________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Total Hours</th>
<th>A.M.</th>
<th>P.M.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Monday</td>
<td></td>
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<td>Tuesday</td>
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<td>Friday</td>
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</tr>
</tbody>
</table>

Total Days Worked ___________
OUTREACH

Many methods have been used in an attempt to contact those adults in Carroll County whose education was interrupted before completion of the eighth grade. It is felt that meeting with various groups and discussing the Adult Basic Education Program, coupled with home visitations, has been the most beneficial in recruiting new students.

With the cooperation of Galax City, an additional center was set in operation.

The adult education was extended into the G. E. D. classes.

Some of the methods of recruiting have been through the local

(a) newspapers
(b) radio
(c) PTA
(d) schools
(e) Headstart
(f) Jaycettes
(g) Veterans of Foreign Wars & Auxiliary
(h) home visitation
(i) Home Demonstration Club
(j) U. S. Surplus Commodity Distribution Centers
(k) Ministerial Association
(l) Community Action Programs
(m) Virginia Employment Service
(n) Garden Clubs
(o) Woman's Club
(p) Welfare Department
(q) Health Department
(r) local industries

(a) The local newspapers have carried articles of Adult Basic Education class centers and their schedules. Later we were told by local people that they had never heard about the centers, before this publicity.

(b) The V. F. W. program on the local radio encourages veterans to continue their education in the Adult Basic Education Program. There are two disabled veterans attending class daily.

(c) We have spoken to PTA groups about the Adult Basic Education Program. Interest has been shown and students have enrolled as a result of such contacts.

*For supportive data, refer to Appendix pages 19-24.
(d) Lists of school dropouts have been given to us from school records; as of now, these have not been followed up.

(e) Slide programs have been presented to Headstart parents, resulting in interest, and we hope, future participation in the Adult Basic Education Program.

(f) Brochures have been passed out on Adult Basic Education programs to Jaycettes with no results.

(g) Publicity has been given--through the V. F. W. and Auxiliary--by placing brochures on bulletin boards and through speaking to the groups. There are no known results at this time.

(h) Home visitation brought about a good relationship and has led to enrollments in Adult Basic Education.

(i) The Adult Basic Education Program has been very well accepted in the Home Demonstration Clubs and Adult Basic Education students have been enrolled as a result.

(j) Adult Basic Education brochures have been distributed to patrons who receive food at the U. S. Distribution Commodity Centers. They show their appreciation for interest in them but have not acted accordingly by enrolling.

(k) Meeting with the Ministerial Association has been spiritually uplifting. The ministers showed a willingness to help in any way--through comments to their churches or through church bulletins. We have had no results as of now.

(l) Community Action Agency personnel have been very helpful in allowing us to visit with them and to attend district meetings, etc. so that our Adult Basic Education Program may become better known.

(m) Adult Basic Education brochures have been placed regularly in the Employment Office. That office has referred students to our centers.

(n) Appreciation has been expressed through the Garden Club for having been better informed of the Adult Basic Education Program. The club published an article in the local paper to this effect. (Refer to publicity booklet for clipping)

(o) Adult Basic Education brochures have been placed in the hands of the Woman's Club members. We have also asked for assistance in recruiting interested adults.
(p) The Welfare Department has invited us to participate and attend some of their district meetings in order to be better informed of their duties in connection with the needy and under-educated clients.

(q) Names of eligible adults have been given to us by the Health Department. Also, various pamphlets were given us to pass out to the Adult Basic Education students.

(r) Local industries have encouraged employees to enroll in Adult Basic Education classes.
Programs Given (Since Beginning of Program)

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Name of Organization, Agency, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>School Parent Teacher Association</td>
</tr>
<tr>
<td>11</td>
<td>Headstart Parent Teacher Meetings</td>
</tr>
<tr>
<td>1</td>
<td>County Principal's Meeting</td>
</tr>
<tr>
<td>1</td>
<td>Symposium on Adult Education</td>
</tr>
<tr>
<td>1</td>
<td>Adult Accelerated Learning</td>
</tr>
<tr>
<td></td>
<td>Education Center Open</td>
</tr>
<tr>
<td></td>
<td>House for Carroll County High</td>
</tr>
<tr>
<td></td>
<td>School teachers</td>
</tr>
<tr>
<td>6</td>
<td>Office of Economic Opportunity</td>
</tr>
<tr>
<td>7</td>
<td>Staff Meeting</td>
</tr>
<tr>
<td>2</td>
<td>The Ministerial Association</td>
</tr>
<tr>
<td>10</td>
<td>Special Interest Group at the Cana</td>
</tr>
<tr>
<td></td>
<td>Fire House</td>
</tr>
<tr>
<td>1</td>
<td>Community Home Demonstration</td>
</tr>
<tr>
<td></td>
<td>Clubs (In different parts of</td>
</tr>
<tr>
<td></td>
<td>county)</td>
</tr>
<tr>
<td>1</td>
<td>Adult Basic Education Center</td>
</tr>
<tr>
<td></td>
<td>Open House at Rosenwald-Felts</td>
</tr>
<tr>
<td></td>
<td>School</td>
</tr>
<tr>
<td>1</td>
<td>Adult Basic Education Workshop</td>
</tr>
<tr>
<td></td>
<td>at Morehead State University</td>
</tr>
<tr>
<td>7</td>
<td>Sandy Ridge Sewing Center, Mt.</td>
</tr>
<tr>
<td></td>
<td>Airy, North Carolina, Route 5</td>
</tr>
<tr>
<td>3</td>
<td>Ladies Auxiliary Veterans of</td>
</tr>
<tr>
<td></td>
<td>Foreign War, Grover King Post</td>
</tr>
<tr>
<td></td>
<td>115, Hillsville, Virginia</td>
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<tr>
<td>7</td>
<td>Carroll Interest Groups - Carroll</td>
</tr>
<tr>
<td></td>
<td>Technical Action Panel</td>
</tr>
<tr>
<td>1</td>
<td>Parent, Teacher, Student</td>
</tr>
<tr>
<td></td>
<td>Association of CCHS (Jan)</td>
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<tr>
<td>2</td>
<td>Surplus Commodity Distribution</td>
</tr>
<tr>
<td></td>
<td>Center (Jan)</td>
</tr>
<tr>
<td>1</td>
<td>Woman's Club</td>
</tr>
<tr>
<td>1</td>
<td>Jaycettes</td>
</tr>
<tr>
<td>1</td>
<td>Garden Clubs</td>
</tr>
<tr>
<td>1</td>
<td>Future Homemakers of America</td>
</tr>
<tr>
<td>1</td>
<td>Carroll County High School</td>
</tr>
<tr>
<td></td>
<td>(including the Adult Education</td>
</tr>
<tr>
<td></td>
<td>Center) Open House for the interested public</td>
</tr>
<tr>
<td>2</td>
<td>Rakestown Community Center</td>
</tr>
</tbody>
</table>
AGENCIES WORKED WITH AND VALUE OF EACH TO THE COUNSELOR AIDES

Each agency worked with and value of each in assisting counselor aides in performing their duties was rated using a scale of one to ten with one being the lowest, ten being the highest, and N.A. representing not associated with.

<table>
<thead>
<tr>
<th>Agency</th>
<th>Aide 1</th>
<th>Aide 2</th>
<th>Counselor-Consultant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security</td>
<td>8</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Community Action Agency or the Office of Economic Opportunity</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Virginia State Employment Office</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>*Job Corps Center</td>
<td>8</td>
<td>N.A.</td>
<td>5</td>
</tr>
<tr>
<td>Department of Public Welfare</td>
<td>7</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Ministerial Association</td>
<td>7</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Health Department</td>
<td>7</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td>Home Demonstration Agency (In different meetings in county)</td>
<td>7</td>
<td>N.A.</td>
<td>8</td>
</tr>
<tr>
<td>Public Day School</td>
<td>8</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>Community College</td>
<td>7</td>
<td>5</td>
<td>5</td>
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<tr>
<td>Agriculture Extension Agency</td>
<td>6</td>
<td>N.A.</td>
<td>6</td>
</tr>
<tr>
<td>Parent-Teacher Association</td>
<td>7</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>WBOB Radio Station Galax, Virginia</td>
<td>6</td>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td>WHHV Radio Station Hillsville, Virginia</td>
<td>7</td>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td>Special Interest Groups, i.e. community centers</td>
<td>7</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>Virginia State Highway Department</td>
<td>5</td>
<td>N.A.</td>
<td>6</td>
</tr>
<tr>
<td>CARROLL NEWS</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>GALAX GAZETTE</td>
<td>8</td>
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<td>8</td>
</tr>
</tbody>
</table>

*Rated when Job Corps was active
Organizations and Agencies Visited (Since Beginning of Program)

1. Spoke to head start parents and teachers about Adult Basic Education program and how it relates to them and the Adults of Community. Discussion periods followed all presentations.

2. Discussed with PTA's how they could help their community through the Adult Basic Education Program and the Counselor Aide Program.

3. Home demonstration clubs were informed of the Adult Basic Education program in Carroll County and how they could be mutually benefited through the support of this program.

4. The following companies were cooperative and permitted interviews with some of their workers:

   Lees Carpet, Hillsville, Virginia
   Sprague Electric, Co., Hillsville, Virginia
   Dan River Builders, Hillsville, Virginia
   Blue Ridge Woven Label Plant, Hillsville, Virginia
   Maville, Inc., Hillsville, Virginia
   Arden Knitting Co., Hillsville, Virginia
   Quality Mills, Hillsville, Virginia
   Diamond Sheet Metal, Galax, Virginia
   Jones Body Shop, Galax, Virginia
   Roses Stores, Inc., Galax, Virginia
   Waddell Hosiery Factory, Mt. Airy, N. C.
   Vaughan Furniture Factory, Galax, Virginia
   Washington Mills, Fries, Virginia
   Waddell Nursing Home, Galax, Virginia
   Galax General Hospital, Galax, Virginia
   Harris-Marshall Hosiery Mill, Galax, Virginia

5. The Virginia Employment Service gives the Counselor Aides names of those who appear to be educationally deprived. They allow us to leave and assist in distributing Adult Basic Education brochures about the program.

6. Counselor Aides talked with people and passed out brochures on Adult Basic Education at the Carroll County United States Department of Agriculture Food Distribution Center located in Hillsville, Virginia.

7. The Community Action Agency allowed the Counselor Aides to travel with their community worker to familiarize them with a workable approach in interviewing underprivileged adults. The Community Action Agency informs the Counselor Aide of possible students who might be interested in the Adult Education Program.

8. The United States Post Office has been helpful in locating people and furnished application blanks for Social Security cards for Adult Basic Education students.
9. The Social Security representative met with the Counselor Aides to inform them about the Social Security Program and provided pamphlets to be left in the homes where there is a need for such information and assistance.

10. The Carroll County Ministerial Association help locate prospective Adult Basic Education students and notify the Counselor Aides when their assistance is needed. If, while performing their duties, the Counselor Aides are confronted with a personal problem that needs the help of the ministry, they feel free to make the proper referral.

11. The Counselor Aides, while performing their duties, informed adults of the opportunities available through the Community Action Agency.
<table>
<thead>
<tr>
<th>Total Contacts</th>
<th>Age Groups</th>
<th>*1 Total in Each Age Group</th>
<th>*2 Contacts Interested in Adult Basic Education</th>
<th>*3 Enrollment in Adult Basic Education</th>
<th>*4 Total Follow-up Contacts</th>
<th>*5 Referrals</th>
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<td>15 34</td>
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*1, 2, 3, 4, 5 Refer to the following page for definitions of columns 1-5.
DEFINITIONS OF COLUMNS

Column 1. Of the total contacts (800) made, there were 290 male and 510 female; the greatest number were within the age group of 26 to 35.

Column 2. Of the contacts made, nearly 20% were definitely interested in Adult Education, the greater number being in the age group over 45.

Column 3. Thirty percent of those interested in the Adult Basic Education Program actually enrolled in class, and this number amounted to approximately 7% of the original contacts made.

Column 4. There were 529 follow-up contacts made, especially where a spark of interest was anticipated.

Column 5. Forty-nine referrals were made to the counselor aides pertaining to some problem of an Adult Basic Education student.
Retention

The one part the Counselor-Aides play in retention is that they make an effort to meet the new recruit at the Adult Basic Education Center to introduce him to the teacher and students. In retaining the student in class, they feel the teacher plays the major part thereafter.

The Carroll County Counselor-Aides conducted a survey on twenty-two students who had withdrawn from Adult Basic Education classes. Of the twenty-two students surveyed, eleven attended well and withdrew abruptly; five passed the G. E.D. test. The most frequent reason given by the withdrawees was a conflict with work. Twenty of the students surveyed were in the 4-6 grade level of achievement. The students were contacted after missing an average of six hours of class instruction.

*For supportive data, refer to Appendix pages 25-27.*
CARROLL COUNTY ADULT BASIC EDUCATION DEMONSTRATION CENTER
WITHDRAWAL FORM

This form should be completed by the teacher for each student who withdraws from class.

1. Name of student: Carroll County Adult Education Students
2. Number of hours in attendance before withdrawal: 14½ hrs. average
3. Please indicate the attendance pattern of the student before he withdrew from class by checking one of the statements below.
   a. withdrew after attending one or two classes 6
   b. withdrew after period of irregular attendance 5
   c. attendance was good, withdrawal was abrupt 11
4. Please indicate the grade level of the student.
   a. Level I 0
   b. Level II 20
   c. Level III 2
5. How many hours of instruction did the student miss before he was contacted? Ranged from 5 to 12 hrs. with the average being 6 hrs.
6. Please check the statement below which best describes the reason why the student withdrew.
   a. transferred to another ABE class
   b. entered other educational training
   c. moved away
   d. completed requirements for eighth grade equivalency or beyond
   e. secured employment
   f. lost interest
   g. conflict with work
   h. family problems
   i. other reason(s) Specify: pregnancy

5 passed G. E. D.
REASONS FOR LACK OF RETENTION IN CARROLL COUNTY ADULT BASIC EDUCATION CLASSES

The following reasons were given to the Carroll County Counselor Aides when making follow-up visits to Adult Basic Education students who had been absent from Adult Basic Education class for an unusually long period of time.

1. A few young people dropped out because everyone else was older. They felt uncomfortable.
2. Pregnancy
3. Personal or family illnesses and accidents.
4. Change in working hours.
5. Some felt they weren't being offered what they wanted.
6. Some were started in material that was too difficult for them. This caused a feeling of failure.
7. If they had been started in material that was too simple, they became insulted.
8. Lack of attention.
9. Lack of transportation.
11. Laziness.
12. Lack of time.
13. After several years in Adult Basic Education classes and still unable to pass the G. E. D. tests, some decided to just quit.
14. Some have moved away.
15. Some dropped out to enroll in a business class.
16. Personal problems at home, such as the wife is nervous alone at night or the husband doesn't want her out after dark.
17. Resent other more intelligent class members.
18. Some dropped out to enroll in the G. E. D. Class.
19. Some dropped out to enroll in a typing class.
20. Materials weren't adult oriented.
21. Loss of interest
22. Inclement weather
23. Sickness
24. Enrolled in G. E. D. class
25. Earned their G. E. D. Certificate
Diagnosis

At the beginning of an Adult Basic Education class a student is given Form A of either Level I or Level II of the ABLE test. They are then given Form B of the same test at the end of the session. See appendix for pre-test and post-test tabulation.

When an adult registers for entry into an Adult Basic Education class, he is given two placement exams. They are M. W. Sullivan Reading Placement Examination, published by Behavioral Research Laboratories, and Programmed Math Placement Exam for Books 1-8 by Sullivan Associates. There is also pupil placement and evaluation throughout the program.

On the basis of tabulations concerning Adult Basic Education students who have now received the high school equivalency certificate (appendix P), seventy-three persons have qualified, sixty-three having completed the requirements since the institution of the Counselor-Aide Program in 1968.

The increased number of recipients is largely due to the efforts of the counselor-aides in contacting persons whose education was interrupted before high school graduation, and in many cases, before completion of the eighth grade. For supportive data, refer to Appendix pages 28, 29.

-XII-
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**NR**  
No. Right

**GS**  
Grade Score

**COMP**  
Computation

**PRSOL**  
Problem Solving

* Same person on each form--numbers match.
| NO | NR | GS  | NR | GS  | NR | GS  | NR | GS  | NR | GS  | NR | GS  | NR | GS  | NR | GS  | NR | GS  | NR | GS  | NR | GS  | NR | GS  | NR | GS  | NR | GS  |
|----|----|-----|----|-----|----|-----|----|-----|----|-----|----|-----|----|-----|----|-----|----|-----|----|-----|----|-----|----|-----|----|-----|----|-----|----|-----|----|-----|
| 1  | 43 | 60+ | 50 | 60  | 28 | 60+ | 14 | 43  | 17 | 60  | 31 | 55  |    |     |    |     |    |     |    |     |    |     |    |     |    |     |    |     |
| 2  | 43 | 60+ | 48 | 60+ | 27 | 60  | 11 | 38  | 14 | 60  | 25 | 45  |    |     |    |     |    |     |    |     |    |     |    |     |    |     |    |     |
| 3  | 25 | 21  | 9  | 10  | 0  | 0   | 5  | 25  | 0  | 0   | 5  | 19  |    |     |    |     |    |     |    |     |    |     |    |     |    |     |    |     |
| 4  | 44 | 60+ | 51 | 60+ | 19 | 34  | 19 | 54  | 17 | 60+ | 36 | 60+ |    |     |    |     |    |     |    |     |    |     |    |     |    |     |    |     |
| 5  | 46 | 60+ | 50 | 60+ |    |     | 15 | 45  | 17 | 60+ | 32 | 57  |    |     |    |     |    |     |    |     |    |     |    |     |    |     |    |     |

NR  No. Right  
GS  Grade Score  
COMP Computation  
PRSOL Problem Solving
MANPOWER

The Carroll County, Virginia, Adult Basic Education director has direction of the Counselor-Aide Program.

The counselor-consultant, a certified counselor, works cooperatively with the counselor-aides in planning, advising on general interviews with prospective students, and in summarizing and evaluating accomplishments.

The counselor-aides, para-professionals, work with community agencies, schools, organizations, and businesses, locating prospective students, and then visiting to explain the Adult Education Program in Carroll County. They assist in clerical duties and are liaison people between administration and students.

*For supportive data, refer to Appendix page 2.*
Follow-up

The Carroll County Counselor Aides conducted an Employment Status Survey on seventy-two students enrolled in Adult Basic Education classes. Factory workers and housewives were given as the most frequent occupations. The majority of these people seem to be content with the jobs that they have. Most of the unemployed were disabled.

*For supportive data, refer to Appendix pages 32-34.*

-XIV-
This form should be filled out by the teacher for each pupil enrolled.

1. **Name**  
   Summary of Carroll County Adult Education Students

2. Please indicate the employment status of the student by checking the statement below which best describes his position.
   - 50a. Employed full time
   - 3b. Employed part time
   - 2c. Unemployed, but seeking employment
   - 17d. Unemployed and not seeking employment

3. If employed, what is the student's occupation? Textile worker, factory worker, and housewife were given as the most frequent occupations.

4. If unemployed, what type of work has the student done in the past? Most of the unemployed were disabled.

5. What type of job would the student like to have?
   Content with jobs that they have.

6. Occupational changes since enrollment?
   Reasons for change?
   1. I went to work full time
      in a mill
   1. ______________________
   2. I went to work part time
      as census taker
   2. ______________________
   3. ______________________
   3. ______________________
REASONS FOR AND OUTCOMES OF FOLLOW-UPS

1. Some Adult Basic Education students registered at the beginning of the year but never came back to class. A follow-up visit to these people disclosed unpredicted situations, which prevented them from attending class. Some of the situations were sickness, a decision to wait until they are informed of the G.E.D. test results, class nights interfered with church services, a decision to attend G.E.D. classes, or the typing class, a loss of a babysitter, they felt the material was too elementary for them or a class didn't develop in the school in which they registered, and they refused to go to another.

2. Some Adult Basic Education adults had changed working hours and a follow-up was made to encourage re-entry into the Adult Basic Education Program. In some cases this reminder is the needed boost for these adults. In other cases working hours only proved to be an excuse. When evening working hours prevent an Adult Basic Education student from attending night classes the Carroll County Counselor Aides encourage the adult to enroll in the Adult Accelerated Learning Education Center. The Adult Accelerated Learning Education Center is centrally located in Carroll County at the Carroll County High School and tries to accomplish the same objectives as the regular Adult Basic Education Program by remaining open twelve hours each day, five days a week. This broad scheduling approach enables the Adult Accelerated Learning Education Center to reach many adults who would be unable to attend evening Adult Basic Education classes.

3. Some only wanted to take one or two subjects in the Adult Basic Education class. After checking with the teachers for more definite information a follow-up contact was made either by mail, phone or in person. The teachers are very cooperative in giving the students what they want and in most cases the student comes and takes the subject or subjects he requested. After the student is happily situated in class, the teacher tactfully tries to convince him that he needs further study in other areas and while he is already in class he should take full advantage of the opportunity.

4. Some of the follow-up visits were made from inactive Carroll County Adult Basic Education rolls. The Carroll County Counselor Aides contacted the former Adult Basic Education students to encourage them to enroll at the beginning of the school term or when ever possible. In some cases, the adults took advantage of the invitation. Others said they could not attend at this time because of the harvesting season, health, or sickness in the immediate family, too many small children, previous obligations on Adult Basic Education class nights, the draft or a lack of time.
The Carroll County Counselor Aides, while counseling and talking with adults, were given many reasons for not participating in Adult Basic Education Class when the adult felt a need to do so. Some of the more frequently given reasons we have included in this list.

- Working hours
- Personal illness
- Family conditions
- Driving after dark
- Felt they hadn't learned in previous Adult Basic Education classes
- Too old to learn
- Enrolled in a business class instead
- It made them nervous
- No means of transportation
- Baby sitting problems
- Don't have time
- Some gave no reasons
- Too tired at night
- Drafted into the armed services
- Shift work
- Lack of transportation
- Conflicting schedules
- Weather conditions
- Distance to center
Counseling

Much of the counseling done by the Carroll County Counselor-Aides has been in the area of working with the Adult Basic Education Students' personal problems. Several referrals have been made in an attempt to help solve these personal problems.

These referrals included items such as the following: helping secure social security numbers and job applications, informing interested people of the sewing and business classes offered, giving veterans' names to the Jaycees, passing on information to G.E.D. graduates concerning college entry, telling new people in the communities about church, scouts, etc., contacting people who failed the G.E.D. tests to encourage them to enroll in Adult Basic Education classes, helping secure eighth grade certificates when needed to enter classes which require an eighth grade certificate (for example, practical nurse's training), referring needy families to the Surplus Commodity Food Center, interpreting ASLE test scores, and making many other referrals depending upon the need of the particular individual or family.

The Carroll County Counselor-Aides conducted a pre-and post-Student Information Survey on seventy-two adults enrolled in Adult Basic Education classes. From data collected, it was concluded that of the adults enrolled in the Carroll County Adult Education Program, the majority are (1) white; (2) native; (3) married; (4) employed full time; (5) factory worker; (6) average of 6.5 grade completed in public school; and (7) in their first year of Adult Education classes.

Of the people interviewed, thirty had no children at home; and of the forty-two remaining, the average number of children in the home was 2.3. There is approximately the same number of people in each age group and each sex group. With one exception, the unemployed were either keeping house or disabled. Forty-two of the initial contacts between Adult Basic Education and the students were made by the Counselor-Aides.

*For supportive data, refer to Appendix pages 35, 36.
REFERRALS MADE BY CARROLL COUNTY COUNSELOR AIDES

Assistance in the following areas was given by the counselor-aides in the process of helping adults:

1. Obtain an eighth grade certificate to qualify for
   a. nurses training
   b. beauty operator's license
2. Receive a social security card.
3. Enroll in the General Education Development class when too advanced for Adult Basic Education classes.
4. Enroll in the business class when this is their only interest.
5. Continue their education, after they receive their G. E. D. Certificate by entering a community college or a vocational trade.
6. Secure and fill out job applications.
7. Stay informed on the G. E. D. testing dates.
8. Receive food from the Surplus Commodity Distribution Center when needed.
9. Secure literature and instructional material when the need arises.
10. Keep informed of school, church, and civic opportunities in their communities.
A. A middle-aged widow, enrolled in the Adult Basic Education Class for two years, was granted the opportunity to enroll in a licensed practical nurses' training program, provided she could show evidence that she had the equivalent of an eighth grade education. Based on the ABLE test Level II, she had attained an achievement level of 9.0+. She has been accepted in the class, but has to take additional instruction in the field of science.

B. In the community of one of our Adult Basic Education centers, the class night was scheduled on the night of a church service. Because of their desire to attend both meetings, the people in the community changed the church service to another night.

C. At the beginning of an Adult Basic Education class, there was a middle-aged man that enrolled who had never attended school at all, because of the distance he would have had to walk. Through the years he had learned to count money and had become a good mechanic in a local garage. After attending Adult Basic Education classes for about two months, instead of signing his pay check with the usual "x", he wrote his name. Upon presenting the check to the bank teller, he found that his check was refused acceptance without the manager's okay. At the manager's request, he satisfied the bank by signing his name in their presence. This student has also learned to read several words. He stated, "I feel a little bit of learning is better than none."

D. One of our maturing ladies decided to try for a High School Equivalency Certificate. Having reached age fifty, this step was definitely a challenge to her. So she enrolled in the Adult Basic Education program, studied diligently for a few months, and attempted the G. E. D. test.

When the evening classes began, in preparation for the G. E. D. exam, this student enrolled for further study. On the first try she passed four of the five parts, missing science by only one point. Achieving so much in such a short time encouraged this individual to make application for taking the test required of a census taker. She has passed and has been accepted. In the meantime, she has retaken science which she passed. This is the first job she has ever held—which all goes to prove that a person can achieve a goal if the real incentive is there.
E. After encouragement from one of our counselor-aides, a lady who worked as a nurse's aide enrolled in an Adult Basic Education class. She stated that her husband kept telling the grandchildren, "Granny's gonna flunk out." This only caused her to study harder and, after a year in class, she reached the achievement level of 9.0 and applied for enrollment in a nurses' training class but was not accepted. However, due to her experience as a nurse's aide and the fact that since then she has passed the G.E.D. tests, this lady is being permitted to take the Practical Nurses' State Board Exam.

F. When one middle-aged man entered Adult Basic Education classes, his reading ability was very limited and his goal was to learn to read the Bible. One night a Counselor-Aide visited his class and he insisted upon reading for her with much pride in his improvement.
State Support

The Virginia State Department has granted permission to other Adult Education programs to employ an Adult Education aide part time in a capacity similar to the counselor-aide position.*

*For supportive data, refer to Appendix page 38.
ADMISTRATIVE MEMORANDUM

TO:  Local ABE Supervisors

FROM:  Gordon H. Fallesen, Supervisor of Adult Education
        Phyllis F. Hyrd, Assistant Supervisor of Adult Education
        Clairborne R. Leonard, Assistant Supervisor of Adult Education
        William M. Moore, Assistant Supervisor of Adult Education
        William C. Pursley, Assistant Supervisor of Adult Education

SUBJECT:  Counselor Aides

Since student recruiting is one of the major problems facing all ABE Program Administrators and since many requests have been made concerning the availability of funds for this purpose the following plan has been devised:

When recommended in writing by one of the state staff members, a counselor aide may be hired. The duties of this person will be to recruit new students for the program and to follow up absentees. The counselor aide may only be employed when enrollment is such as to justify special recruiting methods and then only if funds are available within the approved local ABE budget.

Funds assigned for teacher aides are to be used, when approved, for this purpose.

If a counselor aide is approved, this position is to replace one teacher aide.
RECOMMENDATIONS

For future strengthening of the Counselor-Aide Program in Carroll County, the following recommendations have been made:

1. More widespread publicity, including announcements on bulletin boards, an intensified slide presentation, more frequent radio programs or spots, newspaper spreads, posters, and a wider coverage with brochures and displays.

2. A re-evaluation of existing Adult Basic Education centers and re-location where deemed necessary.


4. Counselor-aides should become better informed regarding available materials for and methods of instruction in Adult Accelerated Learning Education Center.

5. More visual materials prepared for use in explaining program, especially for industry and home visitation.

6. Explore the availability of, and participate in, college classes which will be of more value to the counselor-aides than some undertaken in the past.

7. Follow-up of the recipients of G. E. D. certificates, to determine any improvement in their economic and social levels.

8. Arrange conferences with high school guidance personnel to secure information on previous dropouts who can benefit from the offerings of the Adult Education Program.

9. Confer with welfare superintendent to secure names of persons who can be helped to improve their economic status.

10. Arrange for annual eye and ear examinations of Adult Basic Education students in an effort to detect any deficiencies which may be a deterrent to learning and to provide a means of correction for deficiencies found.

-XVII-
May 12, 1970

CARROLL COUNTY ADULT BASIC EDUCATION DEMONSTRATION CENTER MODULE STATISTICS

Please complete this form and include it in your May 31, 1970, final report and future interim and final reports.

I. DEMONSTRATION PROJECT

NAME ___________________________ Counselor Aide

ADDRESS ________________________________ Federal Programs, Hillsville, Virginia 24343

DIRECTOR(s) ________________________________ Joseph N. Berry

Gary L. Lowe, Assistant

II. GEOGRAPHIC AREA

List the counties your demonstration project serves:

Carroll County ________________________________

City of Galax ________________________________

III. TEACHERS

Number Employed During 1969 - 1970 Year

Full-time ________ Part-time ________

Number Employed at End of 1969 - 1970 Year

Full-time ________ Part-time ________

The Average Hours Worked Per Week

Full-time ________ Part-time ________
IV. STUDENTS

Number Enrolled During 1969 - 1970 Year

Number Enrolled at End of 1969 - 1970 Year

Average Hours of Attendance Per Week

V. PROJECT ADMINISTRATORS

Full-time

Part-time

Average Hours Per Week

VI. OTHER STAFF

Staff Title       Full-time       Part-time       Average Hours Per Week

Counselor Aide       2       _______       _______       40
The teacher, counselor, or other staff member will interview and fill out this form for each participant.

Name ____________________________ Summary of Carroll County

Address Hillsville, Virginia 24343

________________________________

Telephone No. _____________________

1. In what year were you born? 18-30 31-45 Over 45  
   20 25 27

2. Sex (Check) Male 35 Female 37

3. Race (Check) White 61 Negro 11 Other 0

4. Marital Status (Check) Single 6 Married 60 Widow 4 Divorced 2

5. How many children do you have at home? Of 72 people enrolled, 30 had 0; of the 42 remaining, the average was 2.3

<table>
<thead>
<tr>
<th>NAME OF CHILD</th>
<th>AGE</th>
</tr>
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<tbody>
<tr>
<td>Children</td>
<td>0   2</td>
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<table>
<thead>
<tr>
<th>ABE students</th>
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<tbody>
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<td>3 4 5 6 7</td>
</tr>
<tr>
<td>20</td>
<td>6 4 0 2 2</td>
</tr>
</tbody>
</table>

6. How many years have you lived in the Community? Average 14; 49 natives

7. Highest grade completed in school. 0/1; 1st/2; 2nd/3; 3rd/4; 4th/5; 5th/6; 6th/7; 7th/8; 8th/9; 9th/10; 10th/11; 11th/12

8. What is your primary occupation? Factory worker & housewife

9. What is your current work status? (Check)

   50 () Employed full time
   3 () Employed part time
   2 () Unemployed but seeking work
   17 () Not seeking work - Unemployed
   0 () To be placed through this project
10. If not employed full time, the main reason is (Check)
   1 () Unable to find work
   14 () Keeping House
   () In School
   () Retired
   4 () Disabled
   () Other (Specify) ____________________________

11. How was the contact between ABE and the participant made?
   42 counselor-aides; 12 teachers; 2, News; 1, Headstart PTA
   10, C. A. P. Social worker Aide; 4, Friend or relative;

12. Reason for participation in ABE? See Appendix

13. Has the participant been enrolled in ABE before?
   Yes 28 _______ No 44 _______
CHARACTERISTICS OF THE CARROLL COUNTY ADULT EDUCATION STUDENTS

1. Voluntary Attendance
2. Part-time 5 hours/week
3. Been out of school for several years
4. Over 18 years of age - thus wide age span
5. Has not completed the eighth grade in subject areas
6. Past school record should not hinder his return
7. Serious in his decision-making
8. Highly motivated or he will not attend
9. Income level-poverty to affluent
10. Seriousness of purpose
11. Expect current, workable information
12. Each action must have a purposeful reaction
13. The goals cover the widest of ranges
14. Sensitive about their lack of competence
STUDENT COMMENTS ABOUT ADULT BASIC EDUCATION

(Positive and Negative)

The student comments are based on the counselor aides follow-up visits to Carroll County Adult Basic Education students who for various reasons dropped out of the Adult Basic Education program or who have or are in the process of finishing the Adult Basic Education Program.

I. POSITIVE

1. People should take advantage of such a 'golden opportunity'.
2. They appreciate the fact that it is free.
3. The majority feel they are really learning something.
4. Everyone enjoyed meeting other class members.
5. They like for the teacher to show a personal interest in them.
6. It has helped them to keep-up, educationally, with their children.
7. It is a wise way to spend your time.
8. The program, in general, is very worthwhile.
9. They can read and write more efficiently than before.
10. It has helped them in keeping their financial records at home.
11. It is a good pastime.
12. They felt the subjects were appropriate and interesting.
13. It has helped to increase personal effectiveness in public and private speaking.
14. It has helped adults gain employment when they were unemployed.

II. NEGATIVE

1. Some feel they aren't learning anything.
2. It makes some nervous.
3. The ones that work feel they can't afford the time.
4. Some attended Adult Basic Education for several years and still couldn't pass the G.E.D. tests. They felt they had been cheated.
5. Adult Basic Education doesn't teach the things needed to pass the G.E.D. tests.
6. Several students think they should have modern math in the Adult Basic Education classroom.
7. Some feel they were started in the wrong textbook.
8. Tests upset them.
9. Some ladies don't like driving after dark.
10. A few don't like certain personnel.
11. Some fail to realize the importance of education.
12. Some think they will be embarrassed in front of friends because of their ignorance.
13. A few felt they weren't getting enough attention.
14. A great number of people believe you can't learn after you reach a certain age.
CHANGES IN BEHAVIOR EXPERIENCED BY THE ADULT BASIC EDUCATION STUDENT

The following list of Adult Basic Education student changes in behavior were expressed by the Adult Basic Education student to the Carroll County Counselor Aide or to the Adult Basic Education teachers or observed by the Counselor Aide while performing their duties.

1. Stronger feelings of well being, worth, security in a new group situation, and self-respect.
2. Better class attendance.
3. Overcome the fear that he can no longer learn.
4. Closer tie with the school community.
6. More active membership in community groups such as the Parent Teacher Association, Home Demonstration Club, Veterans of Foreign Wars Auxiliary, etc. (One Adult Basic Education student became president of his Parent Teacher Association.)
7. Freedom to indulge in cultural programs.
8. Become more aware of available services.
9. Increase the academic level in the communicational, and computational areas including reading and science.
10. A greater awareness of modern audio-visual, programmed and individualized approach to education.
11. An awareness that formal education need not be so formal and can be pleasant.
Student Effort to Attend Classes

TRANSPORTATION

MILEAGE

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<th>Miles Traveled</th>
<th>Students</th>
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<tbody>
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<tr>
<td>1</td>
<td></td>
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<td>2</td>
<td></td>
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ROAD TYPES

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<th>Secondary</th>
<th>Gravel</th>
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<tr>
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<td>15</td>
<td>5</td>
</tr>
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MODE OF TRANSPORTATION

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<thead>
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<th>No. Pupils</th>
<th>Drive</th>
<th>Walk</th>
<th>Ride with Others</th>
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<tbody>
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<td>50</td>
<td>45</td>
<td>10</td>
<td>5</td>
</tr>
</tbody>
</table>
The following reasons were given by Carroll County Adult Basic Education students for leaving public school.

To help make the family's living
Couldn't learn
Weren't interested
Parents didn't insist that they go
To join the Army
To get a job
To get married
Just got tired of school
Poor health
Some said they didn't have a reason
No transportation
Counselor Aides and Adult Basic Education Teachers interviewing adults who are entering the Carroll County Adult Basic Education Program for the first time were given the following reasons by the adults for entering the program.

- To attain a G. E. D. Certificate
- To learn more
- To help with children's homework
- To learn more math
- To learn to read and write
- To get a better job
- To continue their education
- To carry on better conversations
- To pass the time
- To further education
- For more knowledge
- Pleasure in going
- To better self
- To find out what was going on
- To learn better English
- To be able to enter nurse's training
- Because they failed the G. E. D. test
- To get an eighth grade certificate to enter nurse's training or to receive a cosmetology license
- To pass specific parts of the G. E. D. test
OCCUPATIONS OF CARROLL COUNTY ADULT BASIC EDUCATION CLIENTS

Furniture Factory  Powder Plant
Lumber Company     Waitress
#Textile Worker    Baby-sits
Self-employed      Dairy Farmer
Construction       Electrician
#Housewife         Telephone Co.
Hospital Aide      Orchard Worker
Owns and Manages Business  Bus Driver
Carpenter          Supervisor
Sawmill Worker     Cosmetology
Mechanic           #Factory Worker
Heavy Duty Machine Operator  Salesman
Sheet Metal Worker  Unemployed
Car Salesman       Disabled
Prison Guard       Retired.

*The most frequent occupations of the Carroll County Adult Basic Education Student.