

The following table identifies the data elements and requirements for enrollment into California Adult Education Block Grant Programs.

Regional Consortium Number: Print your regional consortium ID Number

Local Agency Number: Print your local agency ID Number

Site Number: Leave field blank unless instructed otherwise by your local agency

Field Name	Enrollment Instructions
Student Name and Student Phone Number	Enter last name, then first name. Students with two last names should choose one name and use this name consistently on all subsequent forms
Student Address	Enter student address here
Student Identification	Enter the unique Student ID Number used consistently on all subsequent forms. This may be the local agency-assigned number. Local agencies can use any method to determine a unique Student ID Number for each student
SSN	Bubble Yes if this is the student's Social Security Number Bubble No for a substitute identification number
Gender	Mandatory field—indicate male or female
Date of Birth	Mandatory field—enter student's date of birth. Mark the month (MM), day (DD), and year (YY). Use a leading zero for numbers below 10 Example: If date of birth is August 9, 1973, indicate 08-09-73
Highest Year of School Completed	Indicate the number of years of formal schooling the student has completed. Schooling in the U.S. or abroad is included. Use a leading zero for numbers below ten
I earned the above outside of the U.S.	Please indicate whether the student completed formal schooling outside the U.S. If the student completed some schooling in the U.S., and some outside the U.S., then mark this only if more than 50 percent was completed outside the U.S. Example: If a student's highest year was grade nine, with grades one through six completed in the person's home country, and grades seven through nine completed in the U.S., then check this box, because the majority of schooling was outside the U.S.
7. Highest Diploma or Degree Earned	Mark one. Indicate the highest credential or degree the student has achieved prior to enrollment this program year. Schooling in the U.S. or abroad is included.
	None = Has no high school level diploma or HSE certificate

Field Name	Enrollment Instructions																
	<table border="0"> <tr> <td data-bbox="456 237 938 342">HSE Certificate</td> <td data-bbox="941 237 1518 342">= Received an official HSE certificate officially recognized by the State of California</td> </tr> <tr> <td data-bbox="456 346 938 388">HSD</td> <td data-bbox="941 346 1518 388">= Received a High School Diploma</td> </tr> <tr> <td data-bbox="456 392 938 535">Technical/Certificate</td> <td data-bbox="941 392 1518 535">= Received a certificate of completion in a professional/technical program (e.g., welding, cosmetology, phlebotomy, nurse's assistant)</td> </tr> <tr> <td data-bbox="456 539 938 611">Some College, No Degree</td> <td data-bbox="941 539 1518 611">= Has enrolled in an accredited institution but has not earned a degree</td> </tr> <tr> <td data-bbox="456 615 938 720">Associate of Arts/ Associate of Science Degree</td> <td data-bbox="941 615 1518 720">= Has a two-year degree from an accredited institution</td> </tr> <tr> <td data-bbox="456 724 938 829">Four-year College</td> <td data-bbox="941 724 1518 829">= Has a four-year degree from an accredited institution; i.e., bachelor of arts or science degree</td> </tr> <tr> <td data-bbox="456 833 938 905">Graduate Studies</td> <td data-bbox="941 833 1518 905">= Has completed accredited course work beyond a four-year degree</td> </tr> <tr> <td data-bbox="456 909 938 989">Other</td> <td data-bbox="941 909 1518 989">= Was awarded some type of diploma not included above</td> </tr> </table>	HSE Certificate	= Received an official HSE certificate officially recognized by the State of California	HSD	= Received a High School Diploma	Technical/Certificate	= Received a certificate of completion in a professional/technical program (e.g., welding, cosmetology, phlebotomy, nurse's assistant)	Some College, No Degree	= Has enrolled in an accredited institution but has not earned a degree	Associate of Arts/ Associate of Science Degree	= Has a two-year degree from an accredited institution	Four-year College	= Has a four-year degree from an accredited institution; i.e., bachelor of arts or science degree	Graduate Studies	= Has completed accredited course work beyond a four-year degree	Other	= Was awarded some type of diploma not included above
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I earned the above outside of the U.S.	Please indicate whether the student earned the degree, diploma, or certificate outside the U.S. This check box should directly respond to the specific degree indicated in this field.																
Ethnicity	Mark one. Indicate the group with which the student primarily identifies:																
	<table border="0"> <tr> <td data-bbox="456 1148 938 1253">Hispanic or Latino</td> <td data-bbox="941 1148 1518 1253">= Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race</td> </tr> <tr> <td data-bbox="456 1257 938 1333">Not Hispanic or Latino</td> <td data-bbox="941 1257 1518 1333">= Not included in the above definition</td> </tr> </table>	Hispanic or Latino	= Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race	Not Hispanic or Latino	= Not included in the above definition												
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Race	<p>Mark one or more, according to student's origins:</p> <table border="0"> <tr> <td data-bbox="456 1379 938 1522">White</td> <td data-bbox="941 1379 1518 1522">= A person who has origins in any of the original peoples of Europe, North Africa, or the Middle East, but not of Hispanic culture or origin</td> </tr> <tr> <td data-bbox="456 1526 938 1703">Asian</td> <td data-bbox="941 1526 1518 1703">= A person who has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (including China, India, Japan, Korea, Vietnam, etc.)</td> </tr> <tr> <td data-bbox="456 1707 938 1778">Black or African American</td> <td data-bbox="941 1707 1518 1778">= A person who has origins in any of the Black racial groups of Africa</td> </tr> </table>	White	= A person who has origins in any of the original peoples of Europe, North Africa, or the Middle East, but not of Hispanic culture or origin	Asian	= A person who has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (including China, India, Japan, Korea, Vietnam, etc.)	Black or African American	= A person who has origins in any of the Black racial groups of Africa										
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Field Name	Enrollment Instructions
	<p style="text-align: center;">Native Hawaiian or Other Pacific Islander = A person who has origins as a native of the Hawaiian Islands or the other islands of the Pacific, such as the Philippine Islands and Samoa</p>
	<p style="text-align: center;">American Indian or Alaska Native = A person who has origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment</p>
Native Language	Mark one. Indicate the prevalent language spoken in the home when the student was a child
Date of Entry into Program	Enter the date that the student began the instructional program within the current program year. Use a leading zero for the numbers below 10
Instructional Program	Mark one or more of the following instructional programs:
	<p style="text-align: center;">Basic Skills ABE = For adults who lack competence in reading, writing, speaking, problem solving, or computation at a high school level and lack necessary skills to function in society, on a job, or in a family</p>
	<p style="text-align: center;">ESL = Helps adults who are limited English proficient achieve competence in the English language (includes EL Civics)</p>
	<p style="text-align: center;">HSD = High School Diploma or alternative high school diploma</p>
	<p style="text-align: center;">HSE = Preparation for a high school equivalency (HSE) test, including GED, HiSET, or TASC.</p>
	<p style="text-align: center;">Career and Technical Education = Sequence of courses that relate directly to the preparation of individuals in paid or unpaid employment in current or emerging occupations requiring other than a baccalaureate or advanced degree</p>
	<p style="text-align: center;">Workforce Readiness = Helps participants identify occupational goals and acquire skills necessary to obtain and keep jobs. This may include:</p> <ul style="list-style-type: none"> • Job seeking and job-keeping skills • Work habits training • Career decision-making • Career assessment • Job placement

Field Name	Enrollment Instructions
	<p>Adults with Disabilities = Persons with physical or mental impairments who, because of their limitations, cannot succeed without special education assistance, or who require a modified program. Includes persons with the following impairments:</p> <ul style="list-style-type: none"> • Developmental disability • Deafness or hearing impairments • Blindness or visual impairments • Emotional/mental disability • Physical disabilities • Traumatic brain injury • Neurological disability
	<p>Older Adults = Services for older adults that help prepare them for employment opportunities</p>
	<p>Other = Student is enrolled in a program not listed</p>
<p>Attainable Goal Within Current Program Year</p>	<p>Select one primary goal and one secondary goal. Ensure the student indicates a goal he or she hopes to attain within the current program year</p> <p>Improve Basic Skills = Improve overall basic literacy skills</p> <p>Improve English Skills = Improve English literacy skills (e.g., speaking, listening, or writing) to enable better communication with others</p> <p>HSD/HSE = Achieve sufficient skills and credit hours to earn a state-approved high school diploma or pass a high school equivalency examination</p> <p>Get a Job = Obtain full- or part-time paid employment</p> <p>Retain Job = Upgrade skills to enable retention of current job increase opportunities for promotion, or get a better job</p> <p>Enter College or Training = Achieve skills to enable enrollment in a postsecondary education program or postsecondary job training program</p> <p>Work-Based Project = Acquire literacy skills needed to enable student to complete a short-term course on specific work-based skills (i.e., a course of 12–30 hours duration designed to teach specific workplace skills)</p> <p>Family Goal = Meet a defined family goal related to literacy instruction with a clearly definable outcome (such as increased involvement in children’s education, reading more to child)</p> <p>U.S. Citizenship = Obtain skills to pass the official U.S. citizenship test</p>

Field Name	Enrollment Instructions
	Military = Obtain skills required for entry into the military service
	Personal Goal = Meet a defined personal goal related to a clearly definable outcome (such as pass a driver's test or improve reading ability)
	None = No secondary reason for enrollment
	Other = Any other goal related to instruction with a clearly definable outcome
Special Programs	Indicate special program(s) student enrolls in. Mark all that apply.
	None = Not enrolled in any program listed below
	Jail = City or county correctional institutions for adult criminal offenders
	Community Corrections = Community-based rehabilitation facility or halfway house for adults
	State Corrections = State correctional institution, prison, reformatory, work farm, detention center, or any other similar institution to confine or rehabilitate adult criminal offenders
	Homeless Program = Instruction designed for homeless adults. A homeless individual is a person lacking a fixed, regular, and adequate nighttime residence as well as an individual having a primary nighttime residence that is: <ul style="list-style-type: none"> • Supervised publicly or privately operated shelter designed to provide temporary living accommodations. Includes welfare hotels, congregate shelters, and transition housing for the mentally ill • Institution that provides temporary residence for individuals intended to be institutionalized; or • Public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings
	Family Literacy (ABE/ESL) = Literacy services of sufficient intensity and duration to promote sustainable changes in the family, with a literacy component for parents and children or other intergenerational literacy components

Field Name	Enrollment Instructions	
	Workplace Education	= Vocational Literacy—Vocational ABE/ESL designed to increase workforce productivity through improved workplace literacy skills, such as providing adult literacy skills and basic computer literacy skills
	Tutoring	= Provides tutoring to students
	Distance Learning	= Primary instruction method (51 percent or more of the instruction) is non-classroom based and includes the use of instructional technology such as Internet, television, video, telephone, or similar technology
	Special Needs	= Designed for students with special needs
	Alternative Education (K–12)	= Leave field blank (not applicable to California’s AEFLA)
	Non-Traditional Training	= Student enrolled in a program which is considered non-traditional for a particular gender, age, or other category (not applicable to AEFLA)
	EL Civics	= The ESL student is enrolled in a class also funded under EL Civics Note: agencies must also designate the appropriate EL Civics focus area at the agency and class level in the TOPSpro® Enterprise software. Marking this field on the Entry Record does not automatically qualify a student for EL Civics payment points
	Carl Perkins	= Student qualifies for any of the Economically Disadvantaged Criteria under the Carl Perkins Career and Technical Education Improvement Act of 2006 (Forms CDE-20 or CDE-21). Note: this is not funded by AEFLA.
	Other	= Student enrolled in a special program not listed above
14. Personal Status	Mark all that apply to the student	
	Temporary Assistance for Needy Families (TANF)	= Individual receives funds through, or are eligible for TANF, welfare, or California Work Opportunity and Responsibility to Kids (CalWORKs) Note: CalWORKs is the California name for the national TANF program

Field Name	Enrollment Instructions
	<p>Other Public Assistance = Student receives federal, state, or local financial assistance including:</p> <ul style="list-style-type: none"> • Food stamps • Refugee cash assistance • General assistance • Aid to the blind or totally disabled <p>This designation does not include:</p> <ul style="list-style-type: none"> • Social Security benefits • Unemployment insurance • Employment-funded disability
	<p>WIA, Title I = Student receives employment training or assistance through WIA, Title I</p> <p>Rehabilitation = Physical restoration of a sick or disabled person by therapeutic measures and re-education to participate in the activities of a normal life within the limitations of a physical disability</p> <p>Concurrently enrolled in HS/K-12 = Student is enrolled in high school and adult school classes at the same time</p> <p>Dislocated Worker = Student received an individual or public notice of pending or actual layoff from a job, and are unlikely to return to the previous industry or occupation</p> <p>Veteran = Student has served in the active military and was discharged or released from such service under conditions other than dishonorable</p> <p>Disabled = Student has a record of, or is regarded as having a physical or mental impairment (including a learning disability) that substantially limits or restricts one or more major life activities, including walking, seeing, hearing, speaking, learning, and working</p> <p>Displaced Homemaker = Student has been providing unpaid services to family members in the home and has been dependent on the income of another family member but is no longer supported by that income. Student is currently unemployed, underemployed, and is experiencing difficulty in obtaining or upgrading employment</p> <p>Single Parent = Student has custodial support of one or more dependent children</p> <p>Other = Any other personal status not listed above</p>

Field Name	Enrollment Instructions
Barriers to Employment	Mark all that apply to the student upon enrollment in program.
	Displaced Homemaker = Student has been providing unpaid services to family members in the home and has been dependent on the income of another family member but is no longer supported by that income. Student is currently unemployed, underemployed, and is experiencing difficulty in obtaining or upgrading employment
	Low-income Individual = Student has income of \$x or less per year
	Individuals with Disabilities = Student has a record of, or is regarded as having a physical or mental impairment (including a learning disability) that substantially limits or restricts one or more major life activities, including walking, seeing, hearing, speaking, learning, and working
	Older Individuals = Student is 55 years of age or older upon enrollment into program
	Ex-offenders = Student served time in a federal, state, or local correctional institution, prison, reformatory, work farm, detention center, or any other similar institution to confine or rehabilitate adult criminal offenders
	Homeless Individuals = Student lacks a fixed, regular, and adequate nighttime residence. Also includes children and youth and runaway youth
	Youth who have aged out of foster care =
	English Language learners = Student's primary language is a language other than English, student is a low level literacy learner, or is an individual who faces substantial cultural barriers
	Migrant and Seasonal Farmworkers =
	Exhausting TANF within 2 years = Student receives Temporary Assistance for Needy Families (TANF) and will lose eligibility for these funds within the next two years
	Single Parent =
	Long-term Unemployed = Student has been unemployed for 27 weeks or longer
	Other Barrier = Student belongs to another group as the Governor determines to have barriers to employment

Field Name	Enrollment Instructions
Labor Force Status	Please mark one
	<p>Employed = Work as paid employees, work in their own business or farm, or work 15 hours or more a week as unpaid workers on a farm or business operated by a member of the family; includes students not currently working but who have jobs or businesses from which they are temporarily absent</p>
	<p>Unemployed = Not working, but are seeking employment (made specific efforts to find a job), are able and available for work</p> <p>Includes unemployed students who have not actively looked for work in the last four weeks</p>
	<p>Not Employed and Not Seeking Work = Not employed, not seeking employment, and not retired</p>
	<p>Retired = Retired and not seeking employment</p> <p>Note: If the student has retired from a job or career, but is actively seeking work elsewhere, then mark as Unemployed</p>
Home Zip Code	Write the student's zip code in the boxes at the top of the field and fill in the corresponding bubbles below it
Class Number	<p>Write the class number in the boxes at the top. Bubble with the same numbers below. A local agency determines and creates its class numbering system. Numbers can be right or left justified</p> <p>Note: TOPSpro® Enterprise reads 0 as a number and not as a placeholder; therefore, the class number 1234 will be read as a different number from 00001234</p>
Provider Use	Leave field blank unless instructed otherwise

The following table identifies the data elements and requirements for follow up for each student during the program year..

Regional Consortium Number: Print your regional consortium ID Number

Local Agency Number: Print your local agency ID Number.

Site Number: Leave field blank unless instructed otherwise by your local agency.

Field Number and Name	Follow up Instructions
Student Name and Student Phone Number	Enter last name, then first name. Students with two last names should choose one name and use this name consistently on all subsequent forms
Student Address	Enter student address here
Student Identification	Enter the unique Student ID Number used consistently on all subsequent forms. This may be the local agency-assigned number. Local agencies can use any method to determine a unique Student ID Number for each student
Date of Class Update	Indicate the date of follow up. If a student has left the program, indicate the specific date the student left. Use a leading zero for numbers below 10.
Hours of Instruction	Indicate, as accurately as possible, the total number of hours of instruction the student received since the last documented record.
Instructional Program	Indicate the instructional program the student is enrolled in for this class.
Status	Indicate student's current status in this instructional program. Mark one of the following:

Field Number and Name	Follow up Instructions
	<p data-bbox="662 239 812 306">Retained in Program</p> <p data-bbox="883 239 902 264">=</p> <p data-bbox="935 239 1414 373">Mark if students are continuing in program, or plan to continue in this instructional program during the next program year beginning July 1</p> <p data-bbox="935 411 1463 674">Per federal policy, a student has left the program when s/he has not received instruction for 90 days and has no instruction scheduled. If the student returns or has enrolled in a new class before the end of the 90 day period, then agencies should mark the student as Retained in Program</p> <p data-bbox="935 711 1463 873">If the local agency has developed written guidelines with defined timelines for the student's status, then it may follow the local policy when indicating whether the student is still in the program</p>
	<p data-bbox="591 886 812 953">Left Instructional Program</p> <p data-bbox="883 886 902 911">=</p> <p data-bbox="980 886 1276 911">Mark for students who:</p> <ul data-bbox="980 957 1463 1125" style="list-style-type: none"> <li data-bbox="980 957 1406 1024">• Left the instructional program before completion <li data-bbox="980 1062 1463 1125">• Left the instructional program due to completion <p data-bbox="935 1163 1455 1493">Student left the instructional program before completion. The student leaves before completing all required classes, such as exiting in the middle of a semester or term. As per federal policy, a student is considered to have left the instructional program when the learner has not received instruction for 90 days and has no instruction scheduled</p> <p data-bbox="935 1530 1471 1860">Student left the instructional program upon completion of instructional level or instructional program Student completes the instructional goals and objectives of the current instructional program in which the student is enrolled. Agencies should record the exact date student left the instructional program in the Record Date field on this form.</p>

Field Number and Name	Follow up Instructions	
	No Show or Did Not Attend at Least 12 Hours	= Student did not show up for class or attend class for ≥ 12 instructional hours
Progress	Indicate the student's progress since the completion of the Entry Record	
	Progressed within Level or Instructional Program	= Student has progressed within the given NRS instructional level, but has not completed the level or program
	Advanced to a Higher Level or Instructional Program	= Student now receives instruction at a higher level than indicated upon enrollment or has moved to a different instructional program at a higher level
	Completed Level/ Instructional Program	= Student has completed level or instructional program designated on the enrollment form and is not currently receiving further instruction
Learner Results	Indicate student results within the current program year.	
Work	Got a Job	= Obtained a job while receiving instruction
	Retained Job	= Employed at time of enrollment and remained employed
	Met Work-Based Project Goal	= Acquired the skills taught in a short-term learning course designed to teach specific work-based literacy skills. A short-term course is an instructional program of at least 12 hours but no more than 30 hours
	Entered Job Training	= Entered an occupational skills training in the current program year.
	Entered an Apprenticeship	= Has entered into an apprenticeship agreement with employer or sponsor. Student's participation in the approved program of training may be through employment, or education, or both
	Entered Military	= Entered into one of the branches of the U.S. Armed Services
	Acquired Workforce Readiness Skills	= Obtained work readiness skills that enhances student's opportunity to obtain future employment
	Reduced Public Assistance	= Received reduced financial assistance from state, federal, or local government agencies due to work

Field Number and Name	Follow up Instructions	
	Other	= Any work result the student obtained that is not listed
Personal/Family	Increased Involvement in Children's Education	= Increased involvement in the education of dependent children, including: <ul style="list-style-type: none"> • Helping children more frequently with schoolwork • Increased contact with children's teachers to discuss children's education • More involvement in children's school, such as attending school activities and parent meetings • Volunteering to work on school projects
	Increased Involvement in Children's Literacy-Related Activities	= Increases involvement in the literacy-related activities of dependent children under his or her care, including: <ul style="list-style-type: none"> • Reading to children • Visiting the library • Purchasing books or magazines for children
	Met Other Family Goal	= Made measurable improvement in personal daily life issues such as: <ul style="list-style-type: none"> • Nutrition • Exercise for self and family • Reducing or ceasing unhealthy habit or addiction • Mobility in the community • Other positive lifestyle changes
	Met Personal Goal	= Met a personal goal which was personal/family related and had a clearly definable outcome, such as acquiring literacy skills to pass a driver test or improving reading ability

Field Number and Name	Follow up Instructions	
	Other	Other personal/family results not listed
Community	Achieved U.S. Citizenship Skills	= Obtained the skills needed to pass the official U.S. Citizenship Examination
	Registered to Vote or Voted for First Time	= Registered to vote or voted for the first time
	Increased Involvement in Community Activities	= Increased involvement in the following community activities during instruction: <ul style="list-style-type: none"> • Attending or organizing meetings of neighborhood, community, or political organizations • Volunteering to work for such organizations • Contributing to the support of such organizations • Volunteering to work on community improvement activities
	Other	= Any other community-related result that is not listed
Education	Returned to K–12	= Returned to the K–12 school system, including alternative high school program
	Passed HSE	= Obtained passing scores on all subsections of the GED, HiSET, or TASC high school equivalency test.
	Earned Certificate	= Obtained recognized certification of attainment of literacy-related competencies
	Earned a HSD	= Obtained a high school diploma
	Entered College	= Enrolled in postsecondary education, such as a community college or a four-year institution
	Entered Training Program	= Enrolled in an occupational skills training program that builds upon and does not duplicate other services or training received, regardless of whether the prior services or training were completed
	Gained Computer or Technical Skills	= Increased computer skills, including knowledge of hardware and software

Field Number and Name	Follow up Instructions
	Mastered Course Competencies/ Educational Plan = Passed final test, was promoted to the next level (if applicable), and met objectives of the course
	Other = Any education-related result not listed
Class Number	Input class number. Local agency determines and creates its class numbering system. Numbers can be right or left justified
Reason for Exiting	Must complete only if Item 7 Status is marked Left Program
	Changed Class or Instructional Program = Changed classes or entered into another educational or program
	Completed Instructional Program = Completed the instructional program defined at enrollment
	Met goal = Student met the goal for which enrolled
	End of Program Year = Completed program because it is the end of the program
	Got a Job = Obtained full or part-time paid employment
	Moved = Changed residence to another geographic location outside program service area
	Schedule Conflict = Unable to attend due to a conflict with the instructional class schedule
	Lack of Transportation = Without own means of transportation and is unable to arrange for other transportation between home and location of instruction
	Lack of Childcare = Resources or facilities needed to meet the student's childcare needs are not available
	Own Health Problems = Needs or is receiving medical or mental health treatment that precludes participation in instruction
	Lack of Interest = Declines to continue instructional services because of lack of interest or perceived value
Public Safety = Concerned for personal safety, such as fear of riding the bus, walking to classes through dangerous neighborhoods	

Field Number and Name	Follow up Instructions
	Administrative Separation = Dismissed by school administration for cause
	Unknown Reason = Unable to contact student using address, phone number and alternative contact information provided
	Other Known Reason = All other known reasons. State the specific reason

The following table identifies the requirements and data elements of the Test Record.

Regional Consortium Number: Print your regional consortium ID Number

Local Agency Number: Print your local agency ID Number

Site Number: Leave field blank unless instructed otherwise by your local agency

Field Number and Name	Test Record Instructions
1. Student Name	Enter last name, then first name. Students with two last names should choose one and use this name consistently on all subsequent forms
3. Student Identification	Enter the unique Student ID Number used consistently on all subsequent forms. This may be the local agency-assigned number. Local agencies can use any method to determine a unique ID number for each student
Is this your SSN?	Bubble Yes if this is the student's Social Security Number. Bubble No if a substitute ID number has been assigned
4. Form Number and Subject Area	<p>Enter the test form number with the letter indicating the subject area. Must use three digits; include leading zero if necessary plus modality (examples: 081R, 081RX)</p> <p>R = Reading</p> <p>M = Math</p> <p>L = Listening</p> <p>W = Writing</p> <p>S = Speaking</p> <p>G = Grammar</p> <p>C = Citizenship</p> <p>X = Used for extended range forms (Form 081RX or 082RX)</p>
5. Test Date	Indicate the date the student takes the test. Use leading zeros for the months and numbers lower than 10
6. Class Number	Input class number. Local agency determines and creates its class numbering system. Numbers can be right or left justified

Field Number and Name	Test Record Instructions
7. Instructional Program	Indicate the program student is enrolled in for this class
	Basic Skills (ABE) = For adults who lack competence in reading, writing, speaking, problem solving, or computation at a high school level and lack necessary skills to function in society, on a job, or in a family
	ESL = Helps adults who are limited English proficient achieve competence in the English language (includes EL Civics)
	HSD = High School Diploma or alternative high school diploma
	HSE = Preparation for a high school equivalency (HSE) test, including GED, HiSET, or TASC.
	Career and Technical Education = Sequence of courses that relate directly to the preparation of individuals in paid or unpaid employment in current or emerging occupations requiring other than a baccalaureate or advanced degree
	Workforce Readiness = Helps participants identify occupational goals and acquire skills necessary to obtain and keep jobs. This may include: <ul style="list-style-type: none"> • Job seeking and job-keeping skills • Work habits training • Career decision-making • Career assessment • Job placement
	Adults with Disabilities = Persons with physical or mental impairments who, because of their limitations, cannot succeed without special education assistance, or who require a modified program. Includes persons with the following impairments: <ul style="list-style-type: none"> • Developmental disability • Deafness or hearing impairments • Blindness or visual impairments • Emotional/mental disability • Physical disabilities • Traumatic brain injury • Neurological disability

Field Number and Name	Test Record Instructions
	Older Adults = Services for older adults that help prepare them for employment opportunities
	Other = Student is enrolled in a program not listed
Hours of Instruction	Indicate as accurately as possible the total number of hours of instruction the student received between the pretest and the post-test. If a student takes multiple pretests, record the number of instructional hours since the last post-test.
Raw Score	Indicate the raw score in the space provided only if the student used a local agency-made answer sheet and the local agency intends on transferring the score to the Test Record

Field Name	Supplemental Instructions
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Field Name	Supplemental Instructions
Agency Identification	
Regional Consortium Number	Enter your regional consortium ID Number
Agency ID	Enter your local agency ID number
Agency Name	Enter your local agency name that corresponds to the local agency ID number
State	Enter California
Current Program Year	Enter the current program year
Time Zone	Mark Pacific Time
Funding Sources	Mark each of the CDE funding sources that apply to your local agency, as stated in (page 2 of) the Grant Award Notification
Agency Contact	
	This section is for local agency use only. Mark all pertinent contact information for your local agency

Student Record Information

Field Name	Supplemental Instructions
Identification	
Student ID	Enter the unique Student ID Number used consistently on all subsequent forms. This may be the local agency-assigned number. Local agencies can use any method to determine a unique ID number for each student
First Name Middle Name Last Name	Enter the student's first name, middle name, and last name
Gender	Indicate male or female
Birth Date	Enter student's date of birth. Use the drop-down box to select the correct birth date using the calendar format, or type the birth date by marking the month, day, and year (MM/DD/YY). Use a leading zero for numbers smaller than 10 Example: If date of birth is August 9, 1973, indicate 08-09-73
SSN	Enter the student's nine digit SSN.
Consent	Mark only if SSN is recorded. Indicate whether the student provided signed consent to use the SSN
GED 2002 ID	Enter the student's ID Number assigned for the 2002 version of the GED. (This includes students who attempted the GED before January 1, 2014.) This test is no longer valid for high school equivalency.

Field Name	Supplemental Instructions
GED 2014 ID	Enter the student's ID Number assigned for the 2014 version of the GED. (This includes students who attempted the GED on or after January 1, 2014.) Use of the ID number is only necessary for students who attempted the test during the program year
HiSET ID	Enter the student's ID Number assigned for this test. Use of ID number is only necessary for students who attempted the test during the program year
TASC ID	Enter the student's ID Number assigned for this test. Use of the ID number is only necessary for students who attempted the test during the program year
Education	
Highest Year of School (Completed)	Indicate the number of years of formal schooling the student has completed. Schooling in the U.S. or abroad is included.
School Outside U.S.	Please indicate whether the student's education was earned outside the U.S.
Highest Degree or Diploma	Indicate the highest credential or degree the student has achieved prior to enrollment this program year. Schooling in the U.S. or abroad is included.
Earned Outside U.S.	Please indicate whether the student earned the degree, diploma, or certificate outside the U.S. This check box should directly respond to the specific degree indicated in this field.
GED 2002 Scores	For local agency use only. Indicate any sections of the old 2002 GED that the student attempted the date of attempt, and the subsection score. Check the P/F box if the student passed that subsection
GED 2014 Scores	Indicate any sections of the 2014 GED that the student attempted, the date of attempt, and the subsection score. Check the Passed box if the student passed that subsection
HiSET Scores	Indicate any sections of the HiSET that the student attempted, the date of attempt, and the subsection score. Check the Passed box if the student passed that subsection
TASC Scores	Indicate any sections of the TASC that the student attempted, the date of attempt, and the subsection score. Check the Passed box if the student passed that subsection