

## Student Record Reporting Instructions

### **SECTION 1 – GENERAL INFORMATION**

All training providers listed on the Eligible Training Provider List (ETPL) located online at [www.njtopps.com](http://www.njtopps.com) must submit student records for all programs appearing on the ETPL.

#### New Providers Seeking Initial Eligibility

New providers seeking initial eligibility must provide a certification (included in the Initial Eligibility Application) indicating whether student record data pertaining only to the programs included in the ETPL application exists for the provider's last enrollment cycle. If student record data is available and COEI determines that the provider meets all other eligibility criteria, the provider will be granted provisional placement on the ETPL for a period of 30 days. The provider is required to upload the available student data within the 30 day time period in order to be granted final ETPL approval. If the provider fails to upload the student records within the 30 day time period, the provider's provisional placement on the ETPL will be revoked.

If the provider certifies that no student record data is available because the provider has not previously offered the courses included in the ETPL initial application packet, the initial student record reporting requirement is waived and COEI will determine ETPL eligibility based on the remainder of the provider's application. If approved, the provider will be required to report student record data for all students enrolled in the programs listed on the ETPL, regardless of funding source, according to the reporting deadlines listed below. All student records must be up to date at the time of the provider's renewal application. Failure to do so will result in a denial of an ETPL renewal application.

#### Existing Providers Seeking Renewal

Providers that are already listed on the ETPL and are seeking ETPL renewal are required to have up to date student records uploaded into the ETPL system ([www.njtopps.com](http://www.njtopps.com)) at the time the renewal application is submitted. Failure to do so will result in the denial of the ETPL renewal application. Providers are required to report student record data for all students enrolled in the programs listed on the ETPL, regardless of funding source, during the enrollment cycles covered in the provider's ETPL approval period. If renewed, the provider will be required to report student record data for all students enrolled in the programs listed on the ETPL, regardless of funding source, by the end of the provider's renewal time period.

#### Alternate Reporting Systems

Some providers such as colleges, universities and Title II providers report student records into systems other than [www.njtopps.com](http://www.njtopps.com). Providers reporting student records into the systems listed below are considered to meet the ETPL reporting requirement:

- a. NRS reporting system on completers of adult education programs
- b. New Jersey Higher Education (NJHE) degrees conferred files (SURE reporting system)
- c. New Jersey Department of Education (NJDOE) Vocational Education Data System (VEDS)

#### Community College Pilot Program

All training providers, with the exception of Community Colleges, are required to report student record data using a student's Social Security Number (SSN). During the initial implementation year of these

procedures, COEI will conduct a pilot reporting program with New Jersey Community Colleges in which the Community Colleges are not required to report a student's actual SSN, but rather use an alternate nine digit unique identifier combined with the student's full name and date of birth. At the conclusion of this program COEI will determine whether this reporting structure yields adequate results on the Consumer Report Card and should be continued, expanded to include other training providers, or discontinued.

#### Reporting Deadlines

All training providers submitting student records into the ETPL system ([www.njtopps.com](http://www.njtopps.com)) must do so on a quarterly basis following the schedule outlined below:

<b>Time Period</b>	<b>Reporting Deadline</b>
January 1 – March 31	April 15
April 1 – June 30	July 15
July 1 – September 30	October 15
October 1 – December 31	January 15

#### Consumer Report Card

The student record data submitted by providers populates the Consumer Report Card (CRC). The CRC allows students to search for information and program outcomes for training providers. The search results provide information on the various programs offered by each approved training provider, and allow the user to compare programs and providers based on information such as the location and length of training, the costs and any special services that may be offered, as well employment outcomes and student comments.


## SECTION 2 – UPLOAD INSTRUCTIONS


Providers have two options when reporting student records onto the ETPL system: upload students individually using the online form or by batch using a template.

Providers with more than one ETPL account (i.e. multiple campus locations) must upload student records for each account separately.

### **Option 1 – Adding Individual Records Using the Online Form**

Log into your provider account at [www.njtopps.com](http://www.njtopps.com) using the username and password provided to you by COEI. If you forgot your username or password, please contact us via email at [njtopps@dol.nj.gov](mailto:njtopps@dol.nj.gov) with your school/organization name, location and your Federal Employer Identification Number. Your login credentials will be emailed back to you. We cannot provide usernames and passwords over the phone.

Click the  tab to enter the information on the online form for each student. The default view on the screen will show the list of your programs.

Click on  to report an enrollment. *Please note that every student entered will have two records: one enrollment form and one exit form. For every student enrolled there must also be an exit record regardless of whether the student completed the program.*

A blank enrollment form pops up on the screen with pre filled sections and drop down menus to select your answers. For each student enrolled, you will complete a separate enrollment form. You must report all students enrolled in the program, not just students funded through the One-Stop Career Centers.

Fill out only the top portion of the form for the data elements indicated in red on the snapshot seen below (you can also refer to the Enrollment data definitions document).

### **Add Student Enrollment Record**

Federal Employer Identification Number <b>(already filled)</b>	<input type="text" value="already filled"/>
CEEB Number (Colleges Only) <b>leave this blank</b>	<input type="text"/>
CIP Code <b>(already filled)</b>	<input type="text" value="already pre-filled"/>
Start Date <b>select from dropdown</b>	<input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/>
Expected Exit Date <b>select from dropdown</b>	<input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/>
Length of Program Code <b>select from dropdown</b>	<input type="text" value="Select One"/>
Length of Program <b>enter data - - enter a number</b>	<input type="text"/>

Student's SSN <b>enter data without hyphens</b>	<input type="text"/>
Student's Status <b>select from dropdown</b>	<input type="text" value="Select One"/>
Student's Gender <b>select from dropdown</b>	<input type="text" value="Select One"/>
Student's Date of Birth <b>select from dropdown</b>	<input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/>
Student's Race or Ethnicity <b>select from dropdown</b>	<input type="text" value="Select One"/>
Student's Disability Status <b>select from dropdown</b>	<input type="text" value="Select One"/>
Student's Level of Education at Enrollment <b>select from dropdown</b>	<input type="text" value="Select One"/>
Student's Employment Status at Enrollment <b>select from dropdown</b>	<input type="text" value="Select One"/>
Is Student Enrolled In A Tech-Prep Program? <b>Click No</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is Student Enrolled In A Literacy Program? <b>Click No</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Skip the rest of the form unless you are a community college (see below) – do not fill out anything else present on the form. Scroll down to the bottom and click .

**\*\*Community Colleges Only** - COEI is conducting a pilot reporting program in which New Jersey's Community Colleges are not required to report a student's actual SSN, but rather use an alternate nine digit unique identifier combined with the student's full name and date of birth. At the conclusion of this program COEI will determine whether this reporting structure yields adequate results on the Consumer Report Card and should be continued, expanded to include other training providers, or discontinued. Therefore, **community colleges must also enter a student's full name in the appropriate boxes at the bottom of the enrollment record form.**

Continue this process for each student enrolled in the program.

Click on  to report exit information when a student completes/exits the program. *Please note that every student entered will have two records: one enrollment form and one exit form. For every student enrolled there must also be an exit record regardless of whether the student completed the program.*


A blank exit form pops up on the screen with pre filled sections and drop down menus to select your answers. For each student exited, you will complete a separate exit form. You must report all students enrolled in the program, not just students funded through the One-Stop Career Centers.

Fill out only the top portion of the form for the data elements indicated in red on the snapshot seen below (you can also refer to the Exit data definitions document).

### Add Student Exit Record

Federal Employer Identification Number:	<input type="text" value="already filled"/>	<b>already filled in on the online form</b>
CEEB Identification(Colleges Only)	<input type="text"/>	<b>leave this blank - only Colleges fill this out</b>
CIP Code:	<input type="text" value="Already pre filled"/>	<b>already pre filled in on the online form</b>
Date Student Exits Program	<input type="text"/> / <input type="text"/> / <input type="text"/>	<b>Select from the drop down menu</b>
Student's SSN	<input type="text"/>	<b>enter with no hyphens</b>
Student's Program Completion Status	<input type="text" value="Select One"/>	<b>Select from the drop down menu</b>
Student's Degree Status	<input type="text" value="Select One"/>	<b>Select from the drop down menu</b>
Name of Degree Awarded	<input type="text" value="Select One"/>	<b>Select from the drop down menu</b>
Industry Certificate Awarded	<input type="text" value="Select One"/>	<b>if No - skip next line</b>
Name of Industry Issuer	<input type="text" value="Select One"/>	
Non-Occupational Certificate Awarded	<input type="text" value="Select One"/>	<b>select Yes</b>
Name of Non-Occupational Certificate	<input type="text" value="Certificate/Diploma"/>	<b>enter text w. name of document you issue to student completing your program (for example: Certificate of Completion)</b>

License Awarded	<input type="text" value="Select One"/> <b>if No skip next line</b> <b>-- if it is a licensed Occupation in NJ select Yes</b>
Name of License	<input type="text" value="Select One"/> <b>If License Awarded above was Yes – Select license name from the drop down list</b>
Additional Training	<input type="text" value="Select One"/> <b>Select from the drop down</b>
Enter Military	<input type="text" value="Select One"/> <b>Select from the drop down</b>
Enter Apprentice Program	<input type="text" value="Select One"/> <b>Select from the drop down</b>

Skip the rest of the form – do not fill out anything else present on the form. Scroll to the bottom of form on the page and click the  button.

Continue this process for each student exiting the program. Remember, every student enrolled must also have an exit record regardless of whether the student actually completed the program.

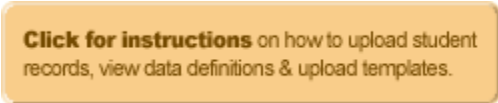
**Option 2 – Uploading a Batch of Student Records by Template**

Log into your provider account at [www.njtopps.com](http://www.njtopps.com) using the username and password provided to you by COEI. If you forgot your username or password, please contact us via email at [njtopps@dol.nj.gov](mailto:njtopps@dol.nj.gov) with your school/organization name, location and your Federal Employer Identification Number. Your login credentials will be emailed back to you. We cannot provide usernames and passwords over the phone.

Click the  tab.

Go to bottom of page and click the  button that opens the Upload a File page.

Click the orange button for the reporting templates and data definitions documents



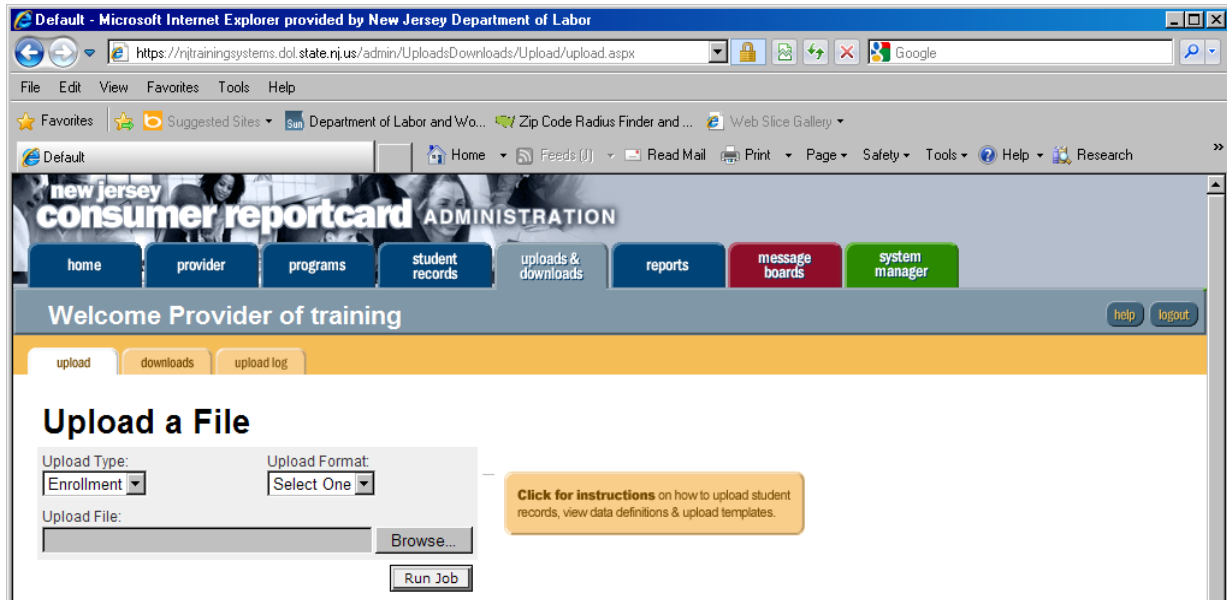
Click on the link for the tables that you prefer (Excel format, Access or Text). Save tables to your computer. Do not modify or delete/remove any column headings, or worksheet names. In Excel, please format all columns as text to enable you to enter the FEIN correctly, and SSNs that start with zero.

For users who have the latest Excel software version please do not save your files with the .XLSX extension because our system does not recognize this as a valid file. Save as .xls which are the versions prior to 2007.

Print out the data definitions for both the enrollment and exit tables.

Enter all student information on one template in the format required by the data definition document. Failure to enter the data exactly as described will result in an upload failure.

After you prepare the tables, and you are ready to upload into the database click the uploads & downloads tab.



Click Proceed to Uploads/Downloads to open the upload a file page.

Under the Upload a File, select under Upload Type from the drop down menu (Enrollment or Exit) ---- to the right, under Upload Format, select the format of your file (Excel/Access/text).


Click the Browse button to point to the location of your prepared table on your computer where you saved your file (you can name it whatever is easy for you to remember).

Click **Run Job** button to start the data transfer.

Your table will sit in a queue, until processed for validation. Your screen will be flickering while the validation is in progress. **Do not click anything while this is in progress.** You will see updates on the status bar during this time such as “validating.” Once this step is finished, you will see “in progress” under the status bar while your data is being transferred. At the completion of the upload, the status line on the screen will indicate “Completed” as seen below in green font. It also shows the number of records that were uploaded.


**Note: PLEASE do not leave blank rows between headings and rows of data entry, or between rows of individual lines of data. It will show completed but zero for number of records uploaded.**

123456789000	Exit	Excel	Completed	4	0	4/11/2012 5:23:42 PM	4/11/2012 5:24:16 PM	<a href="#">delete</a>
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123456789000	Enrollment	Excel	Completed	3	0	4/11/2012 5:08:36 PM	4/11/2012 5:09:11 PM	
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If the table you tried to upload has errors in data entry, either because the format or data is invalid, it will fail, and show a “failed” status.

Click the “view” button at the end of the line (as seen below) to view the error report.

123456789000	Enrollment	Excel	Failed	0	0	4/13/2012 PM	2:31:10	4/13/2012 PM	2:40:18	
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Review your table, fix the errors by checking the Enrollment or Exit Data definitions depending on which table you are attempting to upload. Make sure the information for each student has been entered as instructed in the data definitions, save your table, then login to upload the corrected table. All records entered require mostly numeric values for answers.

If you need assistance, please contact us at: [njtopps@dol.nj.gov](mailto:njtopps@dol.nj.gov) / 609-292-6242 / 609-633-9827 / 609-292-0006 / 609-292-7917.



# Enrollment Data Definitions



Fields/columns marked with \*\* are required fields. Title II Adult Literacy and Remedial program grantees MUST fill out the top two sections as indicated. Do not leave blanks for required fields. It will return a **Failed** upload. No 0 (zero) values are accepted in any of the fields. PLEASE do not leave blank rows between headings and data entry, or between rows of individual lines/rows of data.

General Student Enrollment Information File: tblerollmentinfo.xxx				
Field Title	Field Name	Length	Type	Description
**Federal Employer Identification Number (9-12 characters, can be less than 15)	fein	15	C	Enter Federal Employer Identification Number <b>exactly as it appears on the provider application under "School Identification Number"</b> . Excel users must format column as text to insure each digit shows exactly as entered.
CEEB Number - only colleges fill this out- Leave it blank	CEEB (Colleges only)	6	C	<b>This field is for use by Colleges and other SURE Reporting Institutions ONLY.</b> Enter your College Entrance Examination Board number. <b>Leave blank if not applicable.</b>
**CIP Code- format looks like this: 123456	ecipcode	6	C	Enter 6-digit CIP code (found on each program application) for the program in which the student is enrolled. <b>Use numbers only like this example: 123456</b>
**Start date	startdate	10	D	Enter start date as mm/dd/yyyy ( <b>example: 01/01/2012</b> )
**Expected date of exit	expexit	10	D	Enter expected date of exit as mm/dd/yyyy. <b>If not known enter: 06/30/2013 Change year accordingly.</b>
**Length of program code (how do you measure duration of instruction - hours, days etc.)	lencode	1	N	Enter the appropriate code for the unit of program length you use: 1 = Hour 2 = Day 3 = Week 4 = Month 5 = Year
**Length of program (how long does it take to complete)	proglength	4	N	Enter the length of the education or training program in hours, days, weeks, months or years based on the length code type selected above. <b>WHOLE NUMBERS ONLY (round up or down) Example: 53 (if length is 52.5 hrs</b>
**Student's SSN (no formatting - see example- 123456789)	ssn	9	C	Enter student's Social Security Number. <b>Use numbers only, no dashes or periods. (123456789) Excel table users must format column as "text" to show beginning zero in SSN</b>
**Student's status	status	1	N	Enter the appropriate code: 1 = Full-time 2 = Part-time

				<b>3 = Not Reported</b>
**Student's gender	gender	1	N	1 = Male 2 = Female 3 = Not Reported
**Student's date of birth	dob	10	D	Enter DOB as mm/dd/yyyy. <b>If not known enter: 01/01/2001</b>
**Student's race or ethnicity	race	1	N	Enter student's race or ethnicity: 1 = white/non-hispanic 2 = black/non-hispanic 3 = hispanic 4 = american indian/alaskan native 5 = asian 6 = native hawaiian/pacific islander 7 = <b>not reported</b> 8 = multiracial
**Student's disability status	disability	1	N	1 = disabled 2 = non-disabled 3 = <b>unknown</b>
**Student's level of education at enrollment (what is the highest level of education at the time they enroll for classes)	education	1	N	Enter educational attainment at enrollment: 1 = less than high school graduate 2 = high school graduate 3 = some college or technical school 4 = associate degree 5 = bachelor's degree 6 = graduate degree 7 = <b>unknown</b>
**Student's employment status at enrollment (were they working, unemployed etc.)	employment	1	N	Enter student employment status at enrollment: 1 = employed, full-time 2 = employed, part-time 3 = not employed 4 = <b>unknown</b> 5 = not in the labor force
Is student enrolled in a tech-prep program?	Techstat	1	N	1 = Yes 2 = No  <b>Leave Blank</b>
**Is student enrolled in a Title II Adult literacy program? <b>See instructions on right.</b>	Litprog	1	N	1 = Yes 2 = No <b>Only Title II Grantees enter 1 and must complete the next two fields and next section entirely. All others enter 2 and skip the two sections below.</b>
Single Parent	ssp	1	N	1 = Yes 2 = No
Displaced Homemaker	home	1	N	1 = Yes 2 = No

**This section is for Title II GRANTS Programs Only**  
**Title II Grantees MUST fill out the two top sections as indicated.**

Field Title	Field Name	Length	Type	Description
Primary Goal	primarygoal	1	N	Please enter the student's primary goal for education/training 1 = Enter Employment 2 = Retain Employment

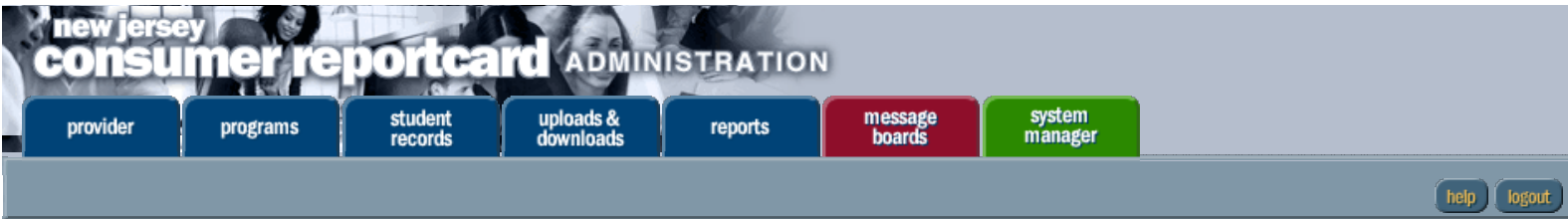
				<p>3 = Obtain GED or Secondary School Diploma</p> <p>4 = Enter Postsecondary Education or Training</p> <p>5 = Improve basic literacy skills</p> <p>6 = Improve English language skills</p> <p>7 = Obtain citizenship skills</p> <p>8 = Achieve work-based project learner goal</p>
Secondary Goal	secondarygoal	1	N	<p>Please enter the student's secondary goal for education/training</p> <p>1 = Enter Employment</p> <p>2 = Retain Employment</p> <p>3 = Obtain GED or Secondary School Diploma</p> <p>4 = Enter Postsecondary Education or Training</p> <p>5 = Help more frequently with school</p> <p>6 = Increase contact with children's teachers</p> <p>7 = More involvement in children's school activities</p> <p>8 = Reading to children</p> <p>9 = Visiting Library</p> <p>10 = Purchasing books or magazines</p> <p>11 = Work-based project learning goal</p> <p>12 = Leave public assistance</p> <p>13 = Achieve citizenship skills</p> <p>14 = Vote or register to vote</p> <p>15 = Increased involvement in community activities</p> <p>16 = Improve basic literacy skills</p> <p>17 = Improve English language skills</p> <p>18 = Obtain citizenship skills</p> <p>19 = Achieve work-based project learner goal</p>
Receive Public Assistance	pubassist	1	N	<p>1 = Yes</p> <p>2 = No</p> <p>3 = Not Reported</p>
Live in Rural Area	rural	1	N	<p>1 = Yes</p> <p>2 = No</p> <p>3 = Not Reported</p>
Adult Literacy Fund Type	fundtype	1	N	<p>1 = Adult Basic Skills</p> <p>2 = English Literacy/Civics</p>
Adult Literacy Program - General Type	litproggentype	1	N	<p>1 = Adult Basic Education</p> <p>2 = Adult Secondary Education</p> <p>3 = English as a Second Language</p>
Adult Literacy Program - Specific Type	litprogspectype	1	N	<p>1 = Family Literacy</p> <p>2 = Workplace Literacy</p> <p>3 = Homeless</p> <p>4 = Work-based Literacy</p> <p>5 = Does Not Apply</p>
Student's literacy level at enrollment	eliteracy	2	N	<p>1 = ABE Beginning Literacy</p> <p>2 = ABE Beginning Basic Education</p> <p>3 = ABE Intermediate Low</p> <p>4 = ABE Intermediate High</p> <p>5 = ASE Low</p> <p>6 = ESL Beginning Literacy</p> <p>7 = ESL Beginning Low</p> <p>8 = ESL Beginning High</p> <p>9 = ESL Intermediate Low</p> <p>10 = ESL Intermediate High</p>

				11 = ESL Advanced
Institutional Programs	correct	1	N	1 = Correctional Facilities 2 = Community Correctional Programs 3 = Other Institutional Programs 4 = Does Not Apply
Delivery Consortium	Consort	1	N	1 = Yes 2 = No
Dislocated Worker	disworker	1	N	1 = Yes 2 = No
Learning Disabled Adult	disadult	1	N	1 = Yes 2 = No

**This Section for SECONDARY PUBLIC VOCATIONAL/TECHNICAL High Schools Only. Not for Colleges or Private/Proprietary Schools**

Field Title	Field Name	Length	Type	Description
Student's first name	firstname	20	C	Enter the student's first name
Student's last name	lastname	20	C	Enter the student's last name
Student's address	address	40	C	Enter the student's home street address
Student's home city	city	25	C	Enter the student's city or municipality
Student's Zipcode	zip	5	C	Enter student's 5-digit zipcode
Academically disadvantaged	academic	1	N	1 = Yes 2 = No
Economically disadvantaged	economic	1	N	1 = Yes 2 = No
Limited English proficient	lep	1	N	1 = Yes 2 = No
Student's Program Status	progstat	1	N	Enter the student's status in an occupational program 1 = concentrator 2 = participant
Student's educational grade level	Edattain	1	N	For secondary students only: Enter the current grade level for this student 1 = 9th 2 = 10th 3 = 11th 4 = 12th

# Exit Data Definitions



Fields/columns marked with \*\* are required fields. Table will Fail to upload if left blank. 0 (zero) values or blanks are not valid.

Title II Grantees must fill out the top two sections

Field Title	Field Name	Length	Type	Description
**Federal Employer Identification Number(9-12 characters)	fein	15	C	Enter Federal Employer Identification Number <b>exactly as it appears on the provider application under "School Identification Number"</b> . Excel users must format column as text to insure each digit shows exactly as entered.
CEEB Identification	CEEB (Colleges Only)	6	C	<b>This field is for use by Colleges and other SURE Reporting Institutions ONLY.</b> Enter your College Entrance Examination Board number.
**CIP Code (123456)	xcipcode	6	C	Enter 6-digit CIP Code for the program from which the student exits. <b>Use numbers only, no dashes or periods.</b> Example: 123456
**Date student exits program	exitdate	10	D	Enter date the student exits the program as mm/dd/yyyy. For Adult education and/or literacy programs at public institutions the date is 06/30/yyyy.
**Student's SSN (123456789)	ssn	9	C	Enter student's Social Security Number. <b>Use numbers only, no dashes or periods. Excel table users must format this column as "text" to show beginning zero in SSN</b>
**Student's program completion status	completed	1	N	Did the student complete the required sequence of courses? 1 = yes 2 = no 3 = non-credit program
**Student's degree status	degreeawarded	1	N	<b>Complete for College/Higher Education students ONLY.</b> Did the student attain a formal degree or credit certificate? 1 = yes If not "1" skip to Industry Certificate 2= no 3 = not applicable
**Name of Degree Awarded	degree	3	N	101 = Less than one year Certificate/Diploma 102 = At least one year but less than two year Certificate/Diploma 103 = At least two year but less than four year Certificate/Diploma 200 = Associate's Degree 300 = Bachelor's Degree 400 = Post-Baccalaureate(below Master's) 500 = Master's Degree 600 = Post-Master's Certificate(below Doctorate) 700 = Doctoral Degree 800 = First Professional Degree/Award
**Industry certificate awarded (certifications such as Microsoft, Oracle or other certifying industries)	industrycertawarded	1	N	Did the student receive an industry standard certificate? If not "1" skip to Non-occupational Certificate Awarded. 1 = yes 2 = no 3 = unknown 4 = not applicable
**Name of Industry Certificate - enter number assigned in front of certification name on the list.	industrycert	4	N	<b>Click here for list of credentials.</b> By clicking this link you are prompted to open an Excel table. Please Select ID number from the column to the left of the credential name. To return to the Data Definitions, <b>please click the back arrow from the Excel view</b> to return to this document.  -enter number assigned in front of name

**Non-industry standard certificate awarded (mostly yes - type of certificate of completion as proof )	noncertawarded	1	N	Did the student receive a non-industry standard certificate? If other than "1", skip to License Awarded 1 = yes 2 = no 3 = unknown
Name of non-industry standard certificate	noncert	80	C	Enter the name of the non-industry standard certificate - enter name of paper you confer upon completing the training program (certificate of Completion or diploma)
**License Awarded (occupational licenses required for employment in NJ- such as RN,CNa,CDL, Real Estate, etc.)	licenseawarded	1	N	Did the student attain a license after completing the program? If other than "1" , skip to Additional Training 1 = yes 2 = no 3 = unknown
Name of license - enter number assigned in front of license name on the list:  Example: 804 (Architect) - leave blank if it does not apply	license	3	N	<a href="#">Click here for a list in Excel.</a> ID NAME 816 ACCOUNTANT (CPA) 801 ACUPUNCTURIST 996 ADVANCED PRACTICE NURSE 997 ALCOHOL AND DRUG COUNSELOR 863 ANIMAL CONTROL OFFICER 804 ARCHITECT 868 ASBESTOS EMPLOYEE 844 ASBESTOS SAFETY TECHNICIAN 837 ASSISTED LIVING ADMINISTRATOR 998 ASSOCIATE SCHOOL LIBRARY MEDIA SPECIALIST 677 ASSOCIATE COUNSELOR
**Additional training (do you know if student continued training somewhere else)	futuretng	1	N	Did the student go on to additional education or training? 1 = yes, post-secondary 2 = yes, upper division post-secondary 3 = yes, other 4 = no 5 = unknown
**Enter military (do you know if they joined the military)	military	1	N	Did the student enter the military after exiting? 1 = yes 2 = no 3 = unknown
**Enter apprentice program (do you know if they enrolled in apprentice program after finished w. your training)	apprentice	1	N	Did the student enter an apprenticeship program after exiting? 1 = yes 2 = no 3 = unknown  <u>ALL except TITLE II providers</u>  <u>please skip next two sections and submit record</u>

**This section to be filled Only by Title II Providers of Training**

Field Title	Field Name	Length	Type	Description
Total Attendance Hours in Adult Literacy	hours	3	N	Enter number of hours in attendance per year. Adult Remedial Education and Literacy Program Providers must fill out this section entirely.  <b>Please fill out ALL remaining fields in this section.</b>
Adult Literacy	xlitcomp	1	N	1 = Completed level and exited

Exiting Status				2 = Separated before completed 3 = Progress within level 4 = Completed one level and advanced 5 = Completed two or more levels and advanced
Pre- and post-tested	prepost	1	N	Has the student been pre- and post-tested? 1 = yes 2 = no 3 = unknown 4 = not applicable
Outcome 1	aduout1	1	N	Entered Employment 1 = yes 2 = no
Outcome 2	aduout2	1	N	Retained Employment 1 = yes 2 = no
Outcome 3	aduout3	1	N	Obtained a GED or Secondary School Diploma 1 = yes 2 = no
Outcome 4	aduout4	1	N	Entered Post-secondary Education or Training 1 = yes 2 = no
Outcome 5	aduout5	1	N	Helped more frequently with school 1 = yes 2 = no
Outcome 6	aduout6	1	N	Increased contact with children's teachers 1 = yes 2 = no
Outcome 7	aduout7	1	N	More involvement in children's school activities 1 = yes 2 = no
Outcome 8	aduout8	1	N	Read to children 1 = yes 2 = no
Outcome 9	aduout9	1	N	Visited library 1 = yes 2 = no
Outcome 10	aduout10	1	N	Purchased books or magazines 1 = yes 2 = no
Outcome 11	aduout11	1	N	Work-based project learning goal 1 = yes 2 = no
Outcome 12	aduout12	1	N	Left public assistance 1 = yes 2 = no
Outcome 13	aduout13	1	N	Achieved citizenship skills 1 = yes 2 = no
Outcome 14	aduout14	1	N	Voted or registered to vote 1 = yes 2 = no
Outcome 15	aduout15	1	N	Increased involvement in community activities 1 = yes 2 = no
Student's Literacy Level at Exit	xliteracy	2	N	1 = ABE Beginning Literacy 2 = ABE Beginning Basic Education 3 = ABE Intermediate Low 4 = ABE Intermediate High 5 = ASE Low 6 = ESL Beginning Literacy 7 = ESL Beginning Low 8 = ESL Beginning High 9 = ESL Intermediate Low

10 = ESL Intermediate High  
11 = ESL Advanced

**This Section is for Public Vocational Schools (VEDS Credit Programs) Only**

Field Title	Field Name	Length	Type	Description
Student's Vocational Skills Competency Exam results	vocskill	1	N	Enter the students status for the Vocational Skills Competency Exam: 1 = pass 2 = fail 3 = n/a
Student's grade point average	gpastat	3	N	<b>Complete for college students only.</b> Enter the students post-secondary grade point average on a scale of 1.0 to 4.0
Credits earned	pscredit	3	N	<b>Complete for college students only.</b> Enter the number of college credits earned.
Tech-prep status	techprepst	1	N	<b>Complete for tech-prep students only.</b> 1 = Tech-prep participant, secondary 2 = Tech-prep concentrator, secondary 3 = tech-prep concentrator, post-secondary 4 = Tech-prep completer, post-secondary
Tech Prep: number of college courses completed	tecprepcour	2	N	<b>Complete for Tech-prep students only.</b> Enter the number of college courses completed.
Tech Prep: Year	tecprepyr	1	N	<b>Complete for Tech-prep students only.</b> 1 = Freshman 2 = Sophomore 3 = Junior 4 = Senior
Student's HSPT status	hsptstat	1	N	Enter the students HSPT status: 1 = pass 2 = fail 3 = exempt
Exit Status	exitstat	1	N	1= Received Diploma 2= Dropout 3= Transfer 4= Continuing 5= Return to comprehensive high school for academic reasons