



Nevada Adult Basic Education

NEVADA TOPSPRO DATA DICTIONARY

For use with Nevada's ABE Administrator's Handbook,
Section 3: Data Collection and Reporting for Literacy/ESL Programs
(<http://www.literacynet.org/nevada/s3acct.pdf>)

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INTRODUCTION

The purpose of the *Nevada TOPSpro Data Dictionary* is to provide a statewide-standardized set of instructions and definitions for coding TOPSpro¹ Entry, Test, and Update Records. This document is designed to serve as a companion to Nevada's *ABE Administrator's Handbook*, Section 3: Data Collection and Reporting for Literacy/ESL Programs (<http://www.literacynet.org/nevada/s3acct.pdf>), which details the policies which serve as a basis for these instructions.

The sources for the *Data Dictionary* are: (1) the National Reporting System (NRS) Guidelines, (2) selected definitions from the Workforce Investment Act of 1998, (3) Nevada's policies and standard practices for the AEFLA-funded programs, and (4) input from Dimi Jefferis, State-Certified TOPSpro Trainer; Ken Zutter, Consultant for the state's Management Information System; Claudia Bianca-DeBay, State-Certified CASAS Trainer, Mary Katherine Moen, Adult Education Consultant; and Sharyn Yanoshak, Professional Development Coordinator.

¹ TOPSpro (Tracking of Programs and Students) is a software system that tracks student assessment and learner results and provides tools to communicate program effectiveness to adult education and training programs.

TOPSPRO ENTRY RECORD

Instructions for Form EUUS-XXX OR ETUS-XXX

General Information – These instructions provide specific information for recording data in each field. “Mandatory” reflects Nevada State Policy regarding data collection. There will be no exceptions to data collection requirements.

- ✓ If the form is to be scanned, a #2 lead pencil must always be used. Red pen may be used to indicate additional information; red marks will not be scanned, nor will they affect the scanning or re-scanning of the form.
- ✓ If override scanning is used, some of the information may not need to be bubbled. However, date of entry into the program and entry class number must be noted on the form.
- ✓ Bubbling is not required if manual entry is used.

Additional help

- ✓ Ken Zutter, kzutter@doe.nv.gov
- ✓ Pablo Rea, pablo.rea@csn.edu
- ✓ TOPSpro Technical Support, 800/255-1036
- ✓ TOPSpro software – Help Directory

Field #	Name	Instructions – Entry Record
-	Agency #	Should be set to default in TOPSpro and remain unchanged.
-	Site #	Should reflect the site that the Class Number (field #17) is assigned to.
1a Mandatory	Student Name	Enter last name, then first name and optionally middle name. Students with two last names should choose one name and use this name consistently on all subsequent forms.
	Phone Number	Required - if available, but may be kept in another database.
1b Mandatory	Student Address	Collection of address is required – but may be kept in student file or other database.
2 Agency Use	Instructor Name	This is an agency-use field. Enter instructor’s name or other designators as needed by the local agency. Possible uses include instructor, class time, location, data for fields used to override scanning, or other information used for identification at the local agency level.
3 Mandatory	Student Identification	<p>Enter the unique student identification number and use it consistently on all subsequent forms pertaining to the student.</p> <p>NOTE: This field is critical. The key to successful tracking of students is to use unique and consistent student identification numbers. TOPSpro links all student information to the unique student identification (ID) number.</p> <p>Each agency is to develop a system to assign a unique ID number to each student. The system should have the following characteristics:</p> <ul style="list-style-type: none"> • The domain of unique ID numbers is large enough to insure that no two students are assigned the same number. • The ID numbers must not be nor appear to be valid Social Security numbers (i.e. should not be a 9 digit number). • Employs a method that accounts for which numbers have been assigned and which numbers are available. • Employs a method that insures returning students are not assigned a new number. • Is compatible with other agency-specific databases or information systems.
Mandatory	Is this your Social Security number?	Mark or bubble “no”. NOTE: Use of SSN for Student ID is not allowed.

Field #	Name	Instructions – Entry Record
Mandatory	Is informed consent signed?	Mark or bubble “yes” if State Consent Form signed, or “no” if form is not signed.
4 Mandatory	Gender	Self-explanatory.
5 Mandatory	Date of Birth	Self-explanatory. Use a leading zero for days less than 10. (Example: If student was born on the 5 th of a month, enter 05 for DD.)
6 Optional	Highest Year of School Completed	Indicate the number of full years COMPLETED in the United States or another country before enrolling in the current program. Use a leading zero for numbers less than 10.
7 Optional	Highest Diploma or Degree Earned	<p>Mark or bubble one. Indicate the highest diploma or degree earned in either the United States or another country.</p> <p>None = Has no high-school-level diploma or GED certificate.</p> <p>GED Certificate = Received an official GED certificate issued by the state agency responsible for administration.</p> <p>High School Diploma = Received a high school diploma, adult high school diploma, or a modified high school diploma.</p> <p>Technical/Certificate = Received a certificate of completion in a professional/technical program. (Examples: welding, cosmetology, phlebotomy, nurse’s assistant).</p> <p>A.A./A.S. Degree = Has a two-year degree from an accredited institution.</p> <p>4-year College = Has a four-year degree from an accredited institution; i.e., bachelor of arts or science degree.</p> <p>Graduate Studies = Has completed accredited course work beyond a four-year degree.</p> <p>Other = Was awarded some type of diploma not included above.</p> <p>I earned the above outside of U.S. Bubble if the student earned the degree or diploma outside the United States.</p>
8a Mandatory	Ethnicity	<p>Mark or bubble one. Indicate the group with which the student primarily identifies:</p> <p>Hispanic or Latino = A person of Mexican, Cuban, Puerto Rican, South or Central American, or other Spanish culture or origin (regardless of race).</p> <p>Not Hispanic or Latino = A person not included in the above definition.</p>
8b Mandatory if student selected “Not Hispanic” in 8a above	Race	<p>NOTE: <i>IF student bubbled Hispanic or Latino in 8a above, this field is optional. For all others it is mandatory. Students may mark one or more.</i></p> <p>White = Usually, persons having origins in Europe, the Middle East, or North Africa.</p> <p>Asian = Usually persons having origins in Far East, Southeast Asia, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Thailand, and Vietnam.</p>

Field #	Name	Instructions – Entry Record
8b cont.	Race – cont.	<p>Black or African American = Usually persons having origins in Africa.</p> <p>Native Hawaiian or Other Pacific Islander = Usually persons having origins in Hawaii, Guam, Samoa, the Philippine Islands, or other Pacific Islands.</p> <p>Filipino = Usually persons having origins in the Philippine Islands.</p> <p>American Indian = Usually persons having origins in the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.</p> <p>Alaska Native = Usually persons having origins in Northern America now usually considered Alaska.</p>
9 Optional	Native Language	The prevalent language spoken in the home when the student was a child. If “Other” is selected, write the native language on the line provided.
10 Mandatory	Date of Entry into this Class	Enter the date that the student began the class within the current program year. Use a leading zero for days that are less than 10. (Example: January 04 2004.)
11 Mandatory Use ONLY the instructional programs listed	Instructional Program	<p>Bubble only one of the instructional programs listed below. NOTE: For federal (NRS) reporting, these are the ONLY AEFLA-funded programs on which Nevada reports.</p> <p>Basic Skills (ABE) = A program of instruction designed for adults who lack competence in reading, writing, speaking, problem solving, or computation at a level necessary to function effectively in society, on a job, or in a family.</p> <p>ESL = A program of instruction designed to help adults with limited English proficiency achieve competence in the English language.</p> <p>ESL/Citizenship = A program of instruction designed to help adults who are of limited English proficiency achieve competence in English with focus on language skills necessary to obtain citizenship. NOTE: Students enrolled in this program MUST also be coded under Field 13 (Special Programs), as EL Civics.</p> <p>GED = A program of instruction designed to assist adults in preparing for the GED test.</p>
12 Mandatory Primary goal: Mandatory	Attainable Goal Within Program Year	<p>Mark or bubble two goals, a primary and a secondary goal.</p> <p>Column 1 = Primary goal. Indicate goal that is attainable within THIS program year. For example, if a student enters the program wanting to obtain a GED, but the student’s current skill level is such that it will take more than a year to pass the GED test, a goal other than GED should be indicated until the student has the skills to pass the GED tests in the current year. For all students the primary goal will be one of the following:</p> <ul style="list-style-type: none"> • Improve Basic Skills = Improve overall basic literacy skills. This is for all ABE and GED students. • Improve English Skills = Improve English literacy skills (e.g. speaking, listening, or writing) to enable better communication with others. This is for all ESL and ESL/Citizenship students.

Field #	Name	Instructions – Entry Record
<p>14 Mandatory</p> <p>Do NOT use</p>	<p>Personal Status</p>	<p>Mark or bubble all that apply to the student.</p> <p>TANF = An individual who is receiving funds through Temporary Assistance to Needy Families (TANF).</p> <p>Other Public Assistance = A student who is receiving federal, state or local financial assistance including food stamps, refugee cash assistance, general assistance, and aid to the blind or totally disabled. NOTE: <i>Social Security benefits, unemployment insurance and employment-funded disability are not included under this definition.</i></p> <p>WIA IB = A student who is receiving employment training or assistance through WIA Title I Subtitle B for youth and adult employment activities, dislocated workers (displaced homemakers, low income individuals, non-traditional employment, older individuals or youths with significant barriers to employment, or individuals with disabilities). Also a student who is receiving employment or assistance through WIA Title I Subtitle C Job Corps program, or WIA Title I Subtitle D National Programs for Native Americans; Migrant and Seasonal Farm worker; Veterans Workforce Investment; Youth Opportunity Grants; Demonstration, Pilot, Multi-service Research or Multi-state Projects; or National Emergency Grants.</p> <p>Rehabilitation = The physical restoration of a sick or disabled person by therapeutic measures and re-education to participation in the activities of a normal life within the limitations of a physical disability.</p> <p>Concurrently enrolled in High School/K-12 = NOT an option for NV ABE agencies</p> <p>Dislocated Worker = A student who received an individual notice of pending or actual layoff from a job, or an individual who received a publicly announced notice of pending or actual layoff.</p> <p>Veteran = A person who has served honorably in any branch of the military.</p> <p>Disabled = The student has a record of, or is regarded as having, any type of 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 = An individual who 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. The student is unemployed, underemployed, and is experiencing difficulty in obtaining or upgrading employment.</p> <p>Single Parent = A student who has sole custodial support of one or more dependent children.</p> <p>Other = Any other personal status not listed above.</p>

Field #	Name	Instructions – Entry Record
15 Mandatory	Labor Force Status	<p>Mark or bubble one.</p> <p>Employed = Students who 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 in a business operated by a member of the family. Also included are the learners who are not currently working but who have jobs or businesses from which they are temporarily absent.</p> <p>Unemployed = Students who are not working, but are seeking employment, have made specific efforts to find a job, and are available for work.</p> <p>Not Employed and Not Seeking Work = Students who are not employed, not seeking employment, and are not retired.</p> <p>Retired = A student who is retired and not seeking employment.</p>
16 Mandatory	Home Zip Code	This is the zip code for the area in which the student is currently living.
17 Mandatory	Class Number	<p>Write the class number in the boxes at the top. Bubble with the same numbers below (if necessary for scanning). An agency determines and creates its class numbering system. Numbers can be right or left justified.</p> <p>NOTE: TOPSpro reads a “0” (zero) as a number, not a placeholder. For example, class number 1234 will be read as a different number than “00001234.”</p>
18 Do NOT use	Instructional Level	Leave blank unless instructed otherwise
19 Do NOT use	Skill Level	Leave blank unless instructed otherwise.
20 Do NOT use	Provider Use	Leave blank unless instructed otherwise.

TOPSPRO TEST RECORD
Instructions for Form TRUS-XXX OR ETUS-XXX OR UTUS-XXX

General Information – These instructions provide specific information for recording data in each field. “Mandatory” reflects Nevada State Policy regarding data collection. There will be no exceptions to data collection requirements.

- ✓ If the form is to be scanned, a #2 lead pencil must always be used. Red pen may be used to indicate additional information; red marks will not be scanned, nor will they affect the scanning or re-scanning of the form.
- ✓ If override scanning is used, some of the information may not need to be bubbled. However dates and class numbers must be noted on the form.
- ✓ Bubbling is not required if manual entry is used.

Additional help

- ✓ Ken Zutter, kzutter@doe.nv.gov
- ✓ Pablo Rea, pablo.rea@csn.edu
- ✓ TOPSpro Technical Support, 800/255-1036
- ✓ TOPSpro software – Help Directory

Field #	Name	Instructions – Test Record
-	Agency #	Should be set to default in TOPSpro and remain unchanged.
-	Site #	Should reflect the site that the Class Number (field #6) is assigned to.
1 Mandatory	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.
2 Optional	Instructor Name	This is an agency-use field. Enter instructor’s name or other designators as needed by the local agency. Possible uses include instructor, class time, location, data for fields used to override scanning, or other information used for identification,
3 Mandatory	Student Identification	Enter the unique student identification number that has been assigned to the student. Information regarding student identification numbers is listed under Entry Record Instructions for this item. NOTE: This field is critical. TOPSpro links all student information by agency number and the unique student identification (ID) number.
	Is this your Social Security #?	Mark or bubble “no”. NOTE: Use of SSN for Student ID is not allowed.
4 Mandatory	Form Number	Enter the CASAS test form number and the letter indicating the subject area. <ul style="list-style-type: none"> • The form number can be found on the cover of the CASAS test booklet. A leading 0 (zero) <u>must</u> be used for all tests that are only two digits. • Letters indicating the subject area are as follows: R = Reading M= Math L= Listening W = Writing S= Speaking G= Grammar C= Citizenship X = used for the extended range forms (Form 032RX or 081RX). Example: Life Skills and Work, Form 82R must be recorded as 082R.
5 Mandatory	Test Date	Indicate the date that the student takes the test. Use leading zeros for the months and days that are less than 10.

Field #	Name	Instructions – Test Record
6 Mandatory	Class Number	Write the class number in the boxes at the top. Bubble with the same numbers below (if necessary for scanning). An agency determines and creates its class numbering system. Numbers can be right or left justified. NOTE: TOPSpro reads a “0” (zero) as a number, not a placeholder. For example, class number 1234 will be read as a different number than “00001234.”
7 Mandatory	Instructional Program	Bubble only one of the instructional programs listed below. NOTE: For federal (NRS) reporting, these are the ONLY AEFLA-funded programs on which Nevada reports. Basic Skills (ABE) = A program of instruction designed for adults who lack competence in reading, writing, speaking, problem solving, or computation at a level necessary to function effectively in society, on a job, or in a family. ESL = A program of instruction designed to help adults who are limited English proficient achieve competence in the English language. ESL/Citizenship = A program of instruction designed to help adults who are of limited English proficiency achieve competence in English with focus on language skills necessary to obtain citizenship. NOTE: Students enrolled in this program must also be coded under Field 13, Special Programs, as EL/Civics. GED = A program of instruction designed to assist adults in preparing for the GED test.
8 Optional	Hours of Instruction	Mark the number of hours since the last test. Leave blank if this is the student’s first test. NOTE: Use of this field is discouraged, as it may interfere with accurate data collection. Nevada State Policy requires that ALL instructional hours be entered via Update Records. If this field is used on the Test Record, the agency must ensure that the total number of instructional hours entered on Test records does not exceed the total number of instructional hours entered on Update records for any given student.
9 Optional	Raw Score	The raw score is the amount/quantity of correct responses on a Test form. Information in this field "overrides" the individual test item responses. This might be done for the following reasons: <ul style="list-style-type: none"> • The bubbling was too light for the scanner to pick up • The student used a pen instead of a pencil. • Stray marks on the form interfere with the scanning process. • The answer sheet is too physically damaged and/or cannot be scanned. • Some CASAS writing tests don't have item response, so only a raw score can be bubbled. • The Agency is using manual data entry and does not elect to supply item responses.
10-13 Do NOT use	Test 1-4	Leave blank unless otherwise instructed.
Do Not Use	Student does not yet have the skills to be tested.	If the student does not yet have the skills to be tested, indicate by marking or bubbling in the space provided on the bottom of the Test Record.

TOPSPRO UPDATE RECORD

Instructions for Form EUUS-XXX or UTUS-XXX

General Information – These instructions provide specific information for recording data in each field. “Mandatory” reflects Nevada State Policy regarding data collection. There will be no exceptions to data collection requirements.

- ✓ If the form is to be scanned, a #2 lead pencil must always be used. Red pen may be used to indicate additional information; red marks will not be scanned, nor will they affect the scanning or re-scanning of the form.
- ✓ If override scanning is used, some of the information may not need to be bubbled. However, dates and class numbers must be noted on the form.
- ✓ Bubbling is not required if manual entry is used.

Additional help

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- ✓ TOPSpro Technical Support, 800/255-1036
- ✓ TOPSpro software – Help Directory

Field #	Name	Instructions – Update Record
-	Agency #	Should be set to default in TOPSpro and remain unchanged.
-	Site #	Should reflect the site that the Class Number (field #6) is assigned to.
1a Mandatory	Student Name	Enter last name, then first name. Students with two last names should choose one name and use this name consistently on all subsequent forms.
	Phone Number	Required - if available, but may be kept in another database.
1b Mandatory	Student Address	Required – but may be kept in another database
2 Agency Use	Instructor Name	This is an agency-use field. Enter instructor’s name or other designators as needed by the local agency. Possible uses include instructor, class time, location, data for fields used to override scanning, or other information used for identification at the local agency level.
3 Mandatory	Student Identification	Enter the unique student identification number that has been assigned to the student. Information regarding student identification numbers is listed under Entry Record Instructions for this item. NOTE: <i>This field is critical. TOPSpro links all student information by agency number and the unique student identification (ID) number.</i>
4 Mandatory	Date Of Class Update	Indicate the date that the data pertains to. Use a leading zero for the days that are less than 10. For exiting students, this field should indicate the date the student left the program (see field #7 [Status]). For attendance, the date should indicate the last day of the attendance period.
5 Mandatory	Hours of Instruction	Mark or bubble the total number of hours of instruction that the student received between the last Update record that recorded hours and the date of this Update record. If there is no prior Update Record, this field should reflect the hours of instruction since the student’s date of entry. TOPSpro will add the hours of instruction on each completed Update Record to total the number of hours of program instruction. NOTE: <i>"Zero hours" Update record – It may be necessary at times to produce an Update record that records zero hours. This is often the case when recording program status and/or goal-related events (Passed GED, Got a Job, etc).</i>

Field #	Name	Instructions – Update Record
6 Mandatory	Instructional Program	<p>Mark or bubble only one of the instructional programs listed below. NOTE: For federal (NRS) reporting, these are the ONLY AEFLA-funded programs on which Nevada reports. The instructional program must be the same one indicated on the student's Entry Record for the class.</p> <p>Basic Skills (ABE) = A program of instruction designed for adults who lack competence in reading, writing, speaking, problem solving, or computation at a level necessary to function effectively in society, on a job, or in a family.</p> <p>ESL = A program of instruction designed to help adults with limited English proficiency achieve competence in the English language.</p> <p>ESL/Citizenship = A program of instruction designed to help adults who are of limited English proficiency achieve competence in English with focus on language skills necessary to obtain citizenship. NOTE: Students enrolled in this program MUST also be coded under Field 13 (Special Programs), as EL/Civics.</p> <p>GED = A program of instruction designed to assist adults in preparing for the GED test.</p>
7 Mandatory	Status	<p>Mark or bubble one. Indicate the student's status since the completion of the Entry Record.</p> <p>Retained in program = This category should be coded:</p> <ul style="list-style-type: none"> (1) for students who are currently enrolled in the program and plan to continue in the program during the next program year (beginning July 1), or (2) if the instructor/tutor is not certain as to the student's future program status. <p>Left Program = This category should be coded for students who:</p> <ul style="list-style-type: none"> (1) left the program before completion of the class or term, (2) left the program due to completion, or (3) have not received instruction for 90 days and no instructional services are scheduled. <p>NOTE: This category should be coded in those situations where the instructor/tutor is reasonably certain that the student will not be returning to the class or program. For example, a student did not post-test and has not appeared in class more than a few times.</p> <p>The date the student left the program should be coded in Field #4 (date of Class Update) on the Update Record.</p> <p>If the instructor/tutor completing the form is uncertain about a student's future program status, then "retained in program" should be coded instead of "left Program." An example would be a situation where the student may have finished the class or program but is expected to return the following program year beginning July 1 and more than 90 days will not have elapsed.</p> <p>No Show or Did Not Attend at Least 12 Hours = Student who did not show up for class or attend class for 12 or more instructional hours. (Use of this option is at agency discretion.)</p>
8 Do NOT use	Progress	Leave blank unless otherwise instructed.

Field #	Name	Instructions – Update Record
<p>9 Mandatory if applicable</p> <p>Do NOT use</p>	<p>Learner Results</p> <p>Work</p> <p>Personal/Family</p>	<p>Indicate student results within the current program year. This applies to all students with 12 or more hours of instruction.</p> <p>Got a Job = Student obtained a job while receiving instruction.</p> <p>Retained Job = Student was employed at time of Entry Record and remained employed.</p> <p>Met Work-Based Project Goal = Leave blank. This is not an option for Nevada agencies.</p> <p>Entered Job Training = Student entered an occupational skills training program in the current program year. Student may or may not have completed program at time of Update Record.</p> <p>Entered an Apprenticeship = Student has entered into an “apprenticeship agreement” with an employer or sponsor. The student’s participation in the approved program of training may be through employment or education or both.</p> <p>Entered Military = Student entered into one of the branches of the U.S. Armed Services.</p> <p>Acquired Workforce Readiness Skills = Student obtained work experience that enabled the student to receive future employment.</p> <p>Reduced Public Assistance = Student received reduced financial assistance from state, federal, or local government agencies while enrolled in the program or by the end of the program year.</p> <p>Other = Any work result the student obtained that is not listed.</p> <p>Increased Involvement in Children’s Education = Student increased involvement in the education of dependent children under his or her care, including:</p> <ul style="list-style-type: none"> • Helping children more frequently with their school work; • 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 <p>Increased Involvement in Children’s Literacy-Related Activities = Student increases involvement in the literacy-related activities of dependent children under his or her care, including:</p> <ul style="list-style-type: none"> • Reading to children • Visiting a library • Purchasing books or magazines for children <p>Met other Family Goal = Student made measurable improvement in diet or exercise for self or family, reduced or ceased any unhealthy habit or addiction, increased mobility in the community, or made other positive lifestyle changes.</p> <p>Met Personal Goal = Met a personal goal while receiving instruction which was personal/family related and had a clearly definable outcome.</p> <p>Other = Other personal/family results not listed.</p>

Field #	Name	Instructions – Update Record
13 Mandatory If applicable	Reason for Exiting	<p>Complete for students who left the program during the current program year. Mark or bubble only one reason. This field should NOT be coded if the student is going to remain in the program during the next program year.</p> <p>Changed class or program = Student left to change classes or entered into another educational or training program.</p> <p>Completed Program = Student completed program goals.</p> <p>Met goal = Student met personal goal(s).</p> <p>End of Program Year = The student has left the program at the end of the program year, has not enrolled for the new program year, and is not expected to enroll.</p> <p>Got a Job = Student obtained full- or part-time paid employment and left the program.</p> <p>Moved = Student changed residence to another geographic location outside the service area of the program.</p> <p>Schedule Conflict = Student is not available due to a conflict with the schedule of instruction.</p> <p>Lack of Transportation = Student is without own means of transportation and is unable to arrange for private transportation between home and location of instruction.</p> <p>Lack of Childcare = Resources or facilities needed to meet the student's childcare needs are not available.</p> <p>Family problems = Student cannot participate due to problems relating to family responsibilities or care of family members.</p> <p>Own Health Problems = Student needs or is receiving medical or mental health treatment that precludes participation in instruction.</p> <p>Lack of Interest = Student declines to complete service due to lack of interest or perceived value of the program.</p> <p>Public Safety = Student concerned for personal safety, such as fear of riding the bus, walking to classes through dangerous neighborhoods, or similar reason.</p> <p>Administratively Separated = Student dismissed by school administration for cause.</p> <p>Unknown Reason = Program unable to contact using address, phone number, and/or alternative contact information provided by student.</p> <p>Other Known Reason = Any other known reasons. State the specific reason.</p>
14 Optional	Sub-sections of GED passed	Indicate any sections of the GED that the student passed.

Field #	Name	Instructions – Update Record
15 Do NOT use	High School credits earned	Leave blank unless otherwise instructed