

North Carolina Community College System

Literacy Education Information System (LEIS) for College and Career Readiness (CCR)

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Literacy Education Information System (LEIS) for College and Career Readiness (CCR)

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1 Purpose

Beginning with the 2017-2018 program year, the Workforce Innovation Opportunity Act (WIOA) and National Reporting System (NRS) requires that the System Office report data by period of participation (POP) within a program year. A POP is defined as the period of time in which a student is continually enrolled in a program. A student can have multiple POPs if the student exits the program without 90 days of service and returns in the same program year (July 1-June 30). Each POP will be measured for Measurable Skill Gains (MSGs), and each time a student exits, the student is measured for follow-up outcomes that apply.

This document provides instructions on how to create and maintain student records within the Literacy Education Information System (LEIS) of the College Information System (CIS) Ellucian Colleague application to meet the WIOA and NRS requirements. This document includes information about forms used for the entry of student records into LEIS for College and Career Readiness (CCR) students and the tracking of student demographics, testing and progress, student data for barriers to employment, and AHS data such as student's Intake Date, returns, separations, services, Educational Level, Country of Last School Attended, and Labor Force at Entry.

This document also includes a section to support the process of entering and tracking Teacher/Personnel Literacy information.

This document assumes the user understands the CIS and can perform the necessary actions to log in, initialize, and use the LEIS. This document also assumes the user understands section creation, student registration, Web Attendance, and student graduation processes. Refer to section 2 for more information and additional resources about these topics.

2 Additional Document References

Refer to documentation published on NCLOR at <u>http://explorethelor.org</u> for additional information about the following topics. In addition, users must comply with federal requirements outlined in the assessment manual published annually on the College and Career Readiness Program Quality and Accountability web page of the North Carolina Community Colleges website at <u>http://www.nccommunitycolleges.edu/college-and-career-</u>readiness/program-quality-and-accountability.

2.1 Creating Sections and Registering Students

All College and Career Readiness (CCR)/Basic Skills Program (BSP) courses must be set up according to the required workflow used to create sections and register students and operate within a program year (July 1-June 30). No classes may begin prior to July 1, and all classes must end no later than June 30. Refer to the latest version of the document titled *Registration for Continuing Education and College and Career Readiness* (formerly *Registration for Continuing Education and Basic Skills*) for more information about creating sections and registering students.

2.2 Web Attendance

All CCR/BSP sections must use Web Attendance. Refer to the latest version of the document titled *Web Attendance Tracking and Web Grading for College and Career Readiness User Procedure* for more information about Web Attendance. Deviation from the processes outlined in this document will result in inaccurate data, reporting, and performance.

2.3 Graduation Process

Refer to the latest version of the document titled *Degree Audit for Adult High School (AHS)* for more information about how to graduate a student.

3 Get Started: Access LEIS in CIS

Access the Literacy Education Information System (LEIS) in the Ellucian Colleague application from the **Student (ST) Application** menu in the subfolder titled **Literacy Education – XLE**.

ULTS NAVIGATION FAVORITES
Application: ST 🔹 🔳
vice Authin Support - vie
 Student Database Utilities - SDU
 Suggested Menu Options - SMO
 Student Affairs - SAF
 RESOURCE25 Interface - R25
 SCHEDULE25 Interface - S25
 Student System Setup - SSS
 Bookstore POS Interface - BKPI
 Custom Student System - XSTM
AR/CR Cash-Based Reporting - XCB
Regional Calendar System - XRC
Parking and Ticket Menu - XPTM
Developmental Education - XDER
Literacy Education - XLE

Figure 3.1 – Literacy Education Information System (XLE)

4 Student Maintenance/Inquiry (XLSP)

Use the **Student Maintenance/Inquiry (XLSP)** form to enter a student record into LEIS. The **XLSP** form marks the beginning of the process for student record maintenance, which supports LEIS monitoring, tracking, and reporting.

Note:	Each form used to process and maintain student records to support LEIS monitoring,
	tracking, and reporting can be accessed via the XLSP form or by entering the
	appropriate mnemonic directly in the Search box.

- 1. Enter **XLSP** in the **Search** box and press **Enter**.
- 2. **Person LookUp**: Enter the existing student's ID or use the **LookUp** option to access the resolution form. After you enter or select the existing student's ID, click **OK**.

Person LookUp			
81642			
OK	Cancel	Finish	Help
		Finish	нер

Figure 4.1 – Person LookUp

3. If no errors are returned, **XLSP** displays. The additional Enrollment/School/Labor Force options display on **XLSP**.

XLSP - Student Maintenance/Inquiry	
Student Registration	DMV Certification
Additional Student Data	Registration History
Student Services (optional)	Student Comments
Old Student Achieve/Data	Student Locator
Old Enrollment/NRS Test Data	NRS Student Data
Referral/Return/Old Sep 📃 🗟	
Name and Address Entry	Transcript History
Final Grading by Ind	Student Academic Cred
External Transcript 🔤 🗟	

Figure 4.2 – Student Maintenance/Inquiry

Note: This document describes the continuation of the student registration process and assumes the user understands section creation and student registration processes.

- 4. Use the following field descriptions to complete the **XLSP** form:
 - Student Registration: Click the detail icon to access the Registration (RGN) form.
 - Additional Student Data: Click the detail icon to access the Additional NC Demographics (XNCA) form.
 - Student Services (optional): Click the detail icon to access the Student Services (XLSS) form.
 - Old Student Achieve/Data: Click the detail icon to access the Student Achieve/Data (XLGA) form.
 - Old Enrollments/NRS Test Data: Click the detail icon to access the Enrollments & NRS Test Data (XLETES) form.
 - Referrals/Returns/Old Sep: Click the detail icon to access the Referrals/Returns/Old Sep (XLSR) form.
 - DMV Certification: Click the detail icon to access the Driver License Certification (XLDL) form.

- **Registration History**: Click the detail icon to access the **Registration History (XLRH)** form.
- Student Comments: Optional field. Click the detail icon to access the Student Comments (XLSC) form.
- Student Locator: Optional field. Click the detail icon to access the Student Locator (LOCR) form.
- NRS Student Data: Click the detail icon to access the NRS Student Data (XLESI) form
- Name and Address Entry: Click the detail icon to access the Name and Address Entry (NAE) form.
- Final Grading by Ind: Click the detail icon to access the Final Grading by Individual (FGID) form.
- External Transcript: Click the detail icon to access the External Transcript Summary (EXTS) form.
- Transcript History: Click the detail icon to access the Transcript Course Listing (TRCL) form.
- Student Academic Cred: Click the detail icon to access the Student Academic Credits (STAC) form.
- 5. Click **Save** and **Update**. The **Person LookUp** prompt displays.

5 NRS Student Data (XLESI)

Use the **NRS Student Data (XLESI)** form to enter or view a student's intake date, separation date, future service date, and NRS test data.

- 1. Enter **XLESI** in the **Search** box and press **Enter**.
- Note: The **XLESI** form can be accessed directly from the **Search** box or by clicking the detail icon in the **NRS Student Data** field on the **XLSP** form.
 - 2. **Person LookUp**: Enter the person's ID or use the **LookUp** option to access the resolution form and select a student ID.

Person LookUp			
[
ОК	<u>C</u> ancel	<u>Finish</u>	Help

Figure 5.1 – Person LookUp

3. Click OK.

4. The **XLESI** form displays populated with the information from the selected record.



Figure 5.2 – XLESI – NRS Student Data

- 5. Use the following field descriptions to complete or view the **XLESI** form:
 - Last Dt Attend: This field displays the last date the student attended.
 - **Days Since Last Attend**: This field displays the number of days since the last date the student attended.
 - **Future Service Date**: Enter a date in which the student will return in the future. The date must be within 120 days of the student's last date of attendance.
 - Intake Dt: This field displays the intake date.
 - **Sep Date**: This field displays the separation date.
 - **XLE.STU.TEST.IDS**: This field is the first field in the second portion of the **XLESI** form (before the **Test Date** field) that contains a list of system-generated keys to the **XLE.STU.TEST** records. Enter **A** to add a new test record.
 - **Test Date**: This field displays the test date of all NRS approved tests.
 - **Type**: This field displays either **ESL** or **ABE/ASE**.

- **Test & Comp**: This field displays the test name and subject (component) of the ABE, ASE, or ESL NRS approved test given to the student, i.e., **TABESURREAD**, **CASASREAD**, **TABECLEL**, or **BESTLITR**.
- Form: This field displays the test form and level of the ABE, ASE, or ESL NRS approved test given to the student, i.e., **9M**, **10D**, or **951X**.
- **Score**: This field displays the scale score achieved for the given test being entered.
- **EFL**: This field displays the Educational Functioning Level (EFL) assigned for the scale score of a given test.
- **POP ID**: This field is the key to the **XLE.POP.ARC** file, i.e., student id_end of reporting program year_POP number). Detail from the **POP ID** field to access the POP.
- Ini Dt: This field displays the date in which an NRS approved test was administered.
- Ini/AHS PI: This field displays the EFL of the test/component or the AHS EFL setting initial placement.
- **Prog**: This field displays the program area in which the student's placement is being set (ABE, ASE, ESL). EFL gains can only be achieved by retesting in this subject using the same test manufacturer's test.
- **MSG Earned**: This field displays **Y** if a student earned a Measurable Skills Gain (MSG).
- **MSG By**: This field displays how a student earned an MSG.
- Archive Stu ID Rpt Yr: Detail from this field to access the Archived Program Year NRS Tests (XLEARC) inquiry form to view historical snapshots prior to the 2017-2018 reporting program year.
- Ini Dt: This field displays the date in which an NRS approved test was administered.
- Ini PI: This field displays the EFL of the test/component setting initial placement.
- **Hi Dt**: This field displays the date in which the test with the highest current post-test was administered. Post-tests are only credited when a student retests in the same subject (utilizing the same test manufacturer's test) in which his/her placement is set.
- **Hi PI**: This field displays the EFL of the highest current post-test administered. Post-tests are only credited when a student retests in the same subject (utilizing the same test manufacturer's test) in which his/her placement is set.
- **Prog**: This field displays the program area in which the student's placement is being set (ABE, ASE, ESL). EFL gains can only be achieved by retesting in this subject using the same test manufacturer's test.
- **CLvI**: This field displays **Y** after a student has completed his/her EFL for the current program year.

6 Period of Participation Information (XLEPI)

Use the **Period of Participation Information (XLEPI)** form to enter and view data for a period of participation (POP) for a student.

A POP is not created until attendance data is entered.

1. Detail on the **POP ID** field on the **XLESI** form to access the **XLEPI** form.

Note: The **XLEPI** form cannot be executed from a menu.

Rpt Year :	Age :	Pop# :	Stu Type :	Pgm Area :	Verified :	P/R :
	Intake Dt	Sep Date	Reason			Print POP Summary
					*	Test/Placement
	Student Data/Other	1		*	0	HS Data
		2		-)		Disability
		3		· · · ·		Errors
		4		*]))[[
1				Educ Lvl		
Section	1		Hours	Educiul	JUBI	
2				Cntry Last Sch Att		•
		Total		Employ Status		•
			AHS/HSE Info			
	Req. Grad Credit	3		Credits Dt/Earned	1	
	Cred. Transferred In	n		Total Creds Earned at CC		
	AHS Placement Date			HSE ID		
	1st Class Cmpl D)t				
				Cinto	Die Escant	int Grad

Figure 6.1 – XLEPI – Period of Participation Information

- 2. Use the following field descriptions to complete or view the **XLEPI** form:
 - **Rpt Year**: This field displays the reporting year, i.e., 2018 is the 2017-2018 reporting year.
 - Age: This field displays the age of the student at the beginning of the POP. The start will either be the intake date or July 1 of the reporting year if the student is continuing.
 - **Pop#**: This field displays the number of the POP. Students may have multiple POPs in a reporting year.

- **Stu Type**: This field displays **N** if the student is new or returning after a 90-day separation. This field displays **C** if the student is a continuing student.
- **Pgm Area**: This field displays one of three indicators of the student's program based on the initial placement: **ABE** (Adult Basic Education), **ASE** (Adult Secondary Education), or **ESL** (English as a Second Language).
- Verified: This field displays X when a user has confirmed all data for a POP. A user can update data on the POP after confirmation. After confirmation, the user and date will be written to XLE.POP.ARC.
- **P/R**: This field displays **P** when the student is considered a participant in this POP or **R** when the student is considered reportable. Participants are defined as students with 12 or more contact hours in the POP or continuing students with 12 or more hours combined between the first pop in the current year and the last pop in the previous year. Reportable students are defined as students with less than 12 contact hours.
- Intake Dt: This field displays the intake date for this POP.
- **Sep Date**: This field displays the separation date for this POP.
- **Reason**: Select the reason for separation from the dropdown.
- **Student Data**: Select a **Student Type Code** from the dropdown. Items in this list are used to identify student barriers to employment and specific programs the student participates in during each POP. Refer to the latest version of the *College and Career Readiness Data Dictionary* for specific definitions of these items.
- **Other**: Enter free text to describe "other" student data. This field is only used for the Student Type **OSD** and is required for that code.
- **Section**: This field displays the sections associated with the POP.
- Hours: This field displays the number of hours attended for the section.
- **Total**: This field displays the total number of hours attended for this POP.
- **Release Dt**: Enter the inmate release date.
- Educ LvI: Enter the student's highest educational level at the beginning of the POP.
- Cntry Last Sch Att: Select whether the country in which the student received his/her highest degree or completed his/her highest level of school is US-based or Non-US based. Select Non-US Based Schooling for any country other than the United States, US Territory, or US military base. This field is not required when the Educ LvI field is blank or contains 0 Never Attended.
- Employ Status: Select the student's employment status.

- **Req. Grad Credits**: This field displays the total number of credits required to graduate based on DPI requirements or the local articulation agreement.
- **Cred. Transferred In**: This field displays the number of AHS required credits transferred in and approved by the community college that comply with the local affiliation agreement.
- **AHS Placement Date**: Enter the date a student begins the AHS program between July 1 and June 30. This field must be updated manually for each POP.
- **1st Class Cmpl Dt**: Enter the date the first AHS course was completed between July 1 and June 30. This field must be updated manually for each POP.
- **Credits Dt**: Enter the date associated with the total number of AHS credits a student earns that count toward obtaining an AHS Diploma between July 1 and June 30.
- **Earned**: Enter the number of AHS credits a student earns that count toward obtaining an AHS Diploma between July 1 and June 30.
- **Total Creds Earned at CC**: This field displays the total number of AHS credits earned at the community college.

Note: If a student has multiple POPs in the reporting year and credits need to be updated or removed on an earlier POP in the reporting year, those changes must be made manually to all POPs that occur after the POP being updated.

- **HSE ID**: Enter the unique ID assigned by GED, TASC, or HiSET that relates to the battery completed that earned the HSE.
- **Program**: This field displays the student's AHS/HSE academic program name.
- **Status**: This field displays the most current academic program status associated with the program name.
- **Dip Earned Dt**: This field displays the date in which a student officially earns his/her AHS/HST Diploma. This date is the date the student completes the final AHS/HSE class not the date of the graduation ceremony. This date must be entered through the official Colleague **Student Graduation Data (SGRD)** form when creating graduate records. When the **Updated Acad Credentials File (UACF)** process is run, the system updates this date to the student's program graduated end date; otherwise, this field will remain blank until the student earns his/her AHS/HSE Diploma.
- Grad: This field displays Y when the Dip Earned Dt field is not blank.
- **Print POP Summary**: Detail to display the POP summary in the Report Browser.
- Test/Placement: Detail to access the Period of Participation Test Data (XLEPT) form.
- HS Data: Detail to access the Additional NC Demographics (XNCA) form.

- Disability: Detail to access the Person Health Information (PHIN) form.
- Errors: Detail to display errors during placement.

7 Period of Participation Test Data (XLEPT)

Use the **Period of Participation Test Data (XLEPT)** form to view test data for a student that applies to a specific POP.

1. Detail on the **POP ID** field on the **XLESI** form to access the **XLEPT** form, or detail on the **Test/Placement** field on the **XLEPI** form to access the **XLEPT** form.

Note: The **XLEPT** form cannot be executed from a menu.

Rpt Year :	Age :	Pop#:	Stu Type :	Pgm Are	a:		
atha da faa Daachda	- Manager - Chill	0-1					
ethods for Receivin	g measurable Skill	Gains					
Pre/Po	ost MSG		AHS	Credits MSG			
AHS/HSE G	ad MSG		Post Sec/C	cc Train MSG			
AHS PI	acement			Assign EFL			
Ini Da	ate Test & Comp	Form	Score	EFL			
Pre Da	ate Test & Comp	Form	Score	EFL	Subj P	re Hrs	н
Post Da	ate Test & Comp	Form	Score	EFL	Subj F	Post Hrs	Hi
					-		
All Test Da	ate Test & Comp	Form	Score	EFL	Type		

Figure 7.1 – XLEPT – Period of Participation Test Data

2. Use the following field descriptions to view the **XLEPT** form:

Header

- **Rpt Year**: This field displays the reporting year, i.e., 2018 is the 2017-2018 reporting year.
- **Age**: This field displays the age of the student at the beginning of the POP. The start will either be the intake date or July 1 of the reporting year if the student is continuing.
- **Pop#**: This field displays the number of the POP. Students may have multiple POPs in a reporting year.
- **Stu Type**: This field displays **N** if the student is new or returning after a 90-day separation. This field displays **C** if the student is a continuing student.
- **Pgm Area**: This field displays one of three indicators of the student's program based on the initial placement: **ABE** (Adult Basic Education), **ASE** (Adult Secondary Education), or **ESL** (English as a Second Language).

Methods for Receiving Measurable Skill Gains

- **Pre/Post MSG**: This field displays **Y** when a student's post-test is higher than the pretest in any subject area for the POP. Post-tests taken during a student's active AHS/AHS Minor period (start/end date on **SACP**) will be ineligible for gain.
- **AHS Credits MSG**: This field displays **Y** when a student's highest placement is higher than the initial placement for the POP, i.e., the student has an ASEL and earned ASEH via AHS Credits.
- **AHS/HSE Grad MSG**: This field displays **Y** if the student graduated with an AHS, AHS MINOR, or HSE program within the academic year associated with the POP. The AHS/HSE Graduation MSG is determined when a user changes test information and the placement routine is executed or when the nightly process (script setup in cron) kicks off **XLEAD**.
- **Post Sec/Occ Train MSG**: This field displays **Y** when the student is enrolled in a section after separation. Courses excluded for post-secondary entry have a program area of A20, A35, B20, X20, X50, X87, X95, and X96. The Post-Secondary/Occupational Training MSG is determined when a user changes test information and the placement routine is executed or when the nightly process (script setup in cron) kicks off **XLEAD**.

Note: A student will be placed either by AHS Placement, Initial Test Placement, or Assigned EFL. When the AHS 1st Attempted Date is before the 1st test taken in the POP, a student will be placed based on AHS Credits. When the 1st test taken in the POP is before the AHS 1st Attempted Date, a student will be placed based on tests in the POP. If a student cannot be placed based on AHS or test within the POP, the provider should assign the EFL.

- **AHS Placement**: This field displays **ASEL** or **ASEH** if the student is placed based on AHS. This field will be blank if the student is placed based on test data or an assigned EFL.
- Assign EFL: When a student does not have an initial placement, a user can assign an EFL and enter it in this field. If the student later takes a test and an initial test is found, this field will be cleared.
- Ini Date: This field displays the date of the student's initial placement of the POP.
- **Test & Comp**: This field displays the test and component of the ABE, ASE, or ESL test given to the student being used to set initial placement, i.e., **TABESURREAD**, **CASASREAD**, **TABECLEL**, or **BESTLITR**).
- Form: This field displays the form of the test being used to set the student's initial placement, i.e., 9M, 10D, or 81AX.
- **Score**: This field displays the score of the test being used to set the student's initial placement.
- **EFL**: This field displays EFL that has been set as the initial placement. The Educational Functioning Level (EFL) is a descriptor of four Adult Basic Education (ABE), two Adult Secondary Education (ASE), and six English as a Second Language (ESL) levels. The descriptors are entry-level descriptors (not exit) and are illustrative of the literacy related tasks of what a typical student functioning at that level should be able to do. These levels are aligned to NRS approved assessment scores for use in determining entry and exit EFLs. This field is hardwired and is automatically populated by the NRS assessment, component, and score.
- **Pre Date**: This field displays the date of the student's pre-test in a specific subject area.
- **Test & Comp**: This field displays the test and component of the ABE, ASE, or ESL test that resulted in the student's pre-test placement, i.e., **TABESURREAD**, **CASASREAD**, **TABECLEL**, and **BESTLITR**.
- Form: This field displays the form that resulted in the student's pre-test placement, i.e., 9M, 10D, or 81AX.
- Score: This field displays the score that resulted in the student's pre-test placement.

- **EFL**: This field displays EFL that resulted in the student's pre-test placement. The Educational Functioning Level (EFL) is a descriptor of four Adult Basic Education (ABE), two Adult Secondary Education (ASE), and six English as a Second Language (ESL) levels. The descriptors are entry-level descriptors (not exit) and are illustrative of the literacy related tasks of what a typical student functioning at that level should be able to do. These levels are aligned to NRS approved assessment scores for use in determining entry and exit EFLs. This field is hardwired and is automatically populated by the NRS assessment, component, and score.
- **Subj**: This field displays the subject area associated with the pre-test.
- **Pre Hrs**: This field displays the number of class hours taken between the pre-test date and earliest post-test date. If a post-test does not exist, this field uses today's date. This field is not computed after the POP has ended.
- **Hi**: This fields displays **Y** when the test is the highest placement for the subject area.
- **Post Date**: This field displays the date for the post-test(s) in the POP.
- **Test & Comp**: This field displays the test and component for the post-test(s) in the POP.
- Form: This field displays the form for the post-tests in the POP, i.e., 9M, 10D, or 81AX.
- **Score**: This field displays the scale score for the post-tests in the POP.
- **EFL**: This field displays the Educational Functioning Level for the post-tests in the POP.
- **Subj**: This field displays the subject area associated with the post-test.
- **Post Hrs**: This field displays the number of class hours taken since the previous post-test date. If a post-test does not exist, this field uses today's date. This field is not computed after the POP has ended.
- **Hi**: This fields displays **Y** when the test is the highest placement for the subject area. This field displays ***** when the test was used to award MSG to the previous POP.
- **Test Date**: This field displays the date the tests in the POP were taken.
- **Test & Comp**: This field displays the test and component for the tests in the POP.
- Form: This field displays the form for the tests in the POP, i.e., 9M, 10D, or 81AX.
- **Score**: This field displays the scale score of the tests in the POP.
- **EFL**: This field displays the Educational Functioning Level of the tests in the POP.
- **Type**: This field displays the type of tests in the POP.

8 LEIS Non Placement Test Data (XLENPT) (Optional)

Use the **LEIS Non Placement Test Data (XLENPT)** form to enter or track new non-placement tests for local reporting. Non-placement tests are not reported to the Data Warehouse (DWH) system.

Note: Use the **XLLT Old Test Data (XLLT)** form to view historical non-placement or old GED tests. Discontinue using **XLLT** to enter non-placement test data.

1. Enter **XLENPT** in the **Search** box and press **Enter**.

Note: The **XLENPT** form can only be accessed directly from the **Search** box.

- 2. **Person LookUp**: Enter the person's ID or use the **LookUp** option to access the resolution form and select a student ID.
- 3. Click **OK**.

Person LookUp			
<u> </u>	Cancel	<u>Finish</u>	Help

Figure 8.1 – XLENPT – Person LookUp

4. The **XLENPT** form displays populated with the information from the selected record.

	Test Date	Test Code	Test Subj	Test Form	Test Score
2		· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·	
3		· · · · ·	· · · · · · · · · · · · · · · · · · ·	· · · · · ·	
4		•		•	
5		•	•	•	
6		•	•	•	
7		•	•	•	
8		•		•	
9				•	
10		•	•	•	

Figure 8.2 – XLENPT – LEIS Non Placement Test Data

Note: **XLENPT** direct access: If the person's record contains an invalid **Birth Date** and incomplete demographic data on the **NAE** form, the system displays a specific error message for each missing field, and you will not be able to access the **XLENPT** form. If errors are returned when entering a record for a new person, the system does not save the new person record.

- 5. Use the following field descriptions to complete the **XLENPT** form:
 - **Test Date**: Enter the non-placement test date. Future test dates are not allowed, and the test date must be after the **Birth Date**.

	Test Date	Test Code	Test Subj	Test Form	Test Score
1	081514		*		
2					▼
3			kð		
4			You are not allowed to enter fut	ure test date.	
5			OK		·
5					×
7			•		-
в			· · ·		·
ə 🗌			•		·
0			· · ·		·

Figure 8.3 – Error – Future Test Date Not Allowed

XENPT	- LEIS Non-Placement	Test Data			
	Test Date	Test Code	Test Subj	Test Form	Test Score
1	021069	· · · · · · · · · · · · · · · · · · ·	v l		V
2			v .		V .
3		~	· · · · · · · · · · · · · · · · · · ·		Y
4					Y
5			Non-Placement test date 02/10/1969	must be after 01/01/1970.	·
6			Please re-enter the test date or	check the Birth Date.	×
7			<u>O</u> K		-
8					J.
9		-	· · · · · · · · · · · · · · · · · · ·		·
10		· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·		▼
8 9 10					

Figure 8.4 – Error – Test Date Must Be After Birth Date

• Test Code: Enter the non-placement test code. N99_XSU201440-R18*006 delivers a blank XLE.NONPLA.TEST (ST.VALCODES) template that allows you to add the local non-placement test code at your college for local reporting purposes. Colleague allows 10 positions for Test Code and 25 positions for the test code description. Populate this table with a local non-placement test code prior to using XLENPT to enter a Test Code.

	Test Date	Test Code	Test Subj	Test Form	Test Score
1	07/15/2014	CASA -		<u> </u>	
2					
3				· ·	· ·
4		CASA is no	t a valid code.	· ·	· ·
5			OK	×	· ·
6				×	×
7		· · · · · · · · · · · · · · · · · · ·		·	·
8		· · · · · · · · · · · · · · · · · · ·		×	×
9		-		·	•
10		· · · · · · · · · · · · · · · · · · ·		·	·

Figure 8.5 – Error – 10 Positions for Test Code

Test Subj: Enter the non-placement test subject. N99_XSU201440-R18*006 delivers

 a blank XLE.NONPLA.COMP (ST.VALCODES) template that allows you to add the
 local non-placement test code at your college for local reporting purposes. Colleague
 allows 10 positions for Test Code and 25 positions for the test code description.
 Populate this table with a local non-placement test component (subject) prior to
 using XLENPT to enter the Test Subj. Colleague allows 10 positions for Test Subj.

	Test Date	Test Code	Test Subj	Test Form		Test Score
1	07/15/2014	· · · · · ·	MATH	×	-	Page 1 of 1
2		~				
3		· · · · · · · · · · · · · · · · · · ·		MATH is not a valid code		
4		· · · · · · · · · · · · · · · · · · ·		MATTIS NOL & Valid Code.		
5		· · · · · · · · · · · · · · · · · · ·		<u>о</u> к		
6		· · · · · · · · · · · · · · · · · · ·		×	×.	
7		· · · · · · · · · · · · · · · · · · ·		•	-	
8		· · · · · · · · · · · · · · · · · · ·		·	-	
9		· · · · · · · · · · · · · · · · · · ·		•	-	
10		· · · · · · · · · · · · · · · · · · ·		×	~	

Figure 8.6 – Error – 10 Positions for Test Subj

• Test Form: Enter non-placement test form. N99_XSU201440-R18*006 delivers a blank XLE.NONPLA.COMP (ST.VALCODES) template that allows you to add the local non-placement test code at your college for local reporting purposes. Colleague allows 10 positions for test code and 25 positions for the test code description. Populate this table with a local non-placement test form prior to using XLENPT to enter a Test Form. Colleague allows 10 positions for Test Form.

	Test Date	Test Code	Test Subj	Test Form	Test Score
1	07/15/2014	· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·	31a v	Page 1 of 1
2		*	· · · · ·		
3		· · · · · · · · · · · · · · · · · · ·			
4		· · · · · · · · · · · · · · · · · · ·		31A is not a valid code.	
5		· · · · · · · · · · · · · · · · · · ·			
6		· · · · · · · · · · · · · · · · · · ·		<u> </u>	
7		· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·		
8		· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·	Ψ	
9		· · · · · · · · · · · · · · · · · · ·	*	· · · · · · · · · · · · · · · · · · ·	
10		· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·	

Figure 8.7 – Error – 10 Positions for Test Form

• Test Score: Enter a non-placement test score. A negative test score is not allowed.



Figure 8.8 – Error – Negative Test Score



Figure 8.9 – Error – Missing Person Demographic Data

Те	est Date	Test Code	Test Subj	Test Form	Test Score
08/	01/2014	Non PL TES	Engl	abc1	200.0
)
) [
		Update record, C	ancel record or Return to editin	ng	
		Update	Cancel Retu	m l	

Figure 8.10 – All Errors Cleared; System Allows You to Save

9 LEIS Annual File Parameter (XLEP)

Use the LEIS Annual File Parameter (XLEP) form to update the email address for the XLAR process or view error messages from XLTR.

- 1. Enter **XLEP** in the **Search** box and press **Enter**.
- 2. The **XLEP** form displays with **XLAR** and **XLTR** information.
- 3. Click Save.
- 4. Click **Update**.

XLEP -	LEIS Annual File Parameter	
	XLAR - Email Address XLAR@address.com	
	Other Parameters	
	State Hours 0 State Operand Greater Than	
	Federal Hours 12 Federal Operand Greater Than or Equal	
	XLTR - Message to print on error report	
1		<u>E</u>
2	This file contains errors and can not be transmitted to the sytem	R
3	office. Tables and Performance Indicators can be printed but may not	E.
4	be accurate.	E.

Figure 9.1 – XLEP – LEIS Annual File Parameter

10 Create Annual Report File (XLAR)

Use the **Create Annual Report File (XLAR)** process to build a series of XML extracts of data files needed for NRS reporting. The XML files are then compressed into a **.tar.gz** file for transmission to the System Office. Visually, the **XLAR** form is unchanged from the previous version.

- 1. Enter XLAR in the Search box and press Enter.
- 2. **Report Begin Date**: Inquiry only. This field displays the beginning date for this report.
- 3. **Report End Date**: Inquiry only. This field displays the end date report for this report.
- 4. **Saved List Name**: This optional field is commonly used by IT staff to troubleshoot or research an issue.
- 5. (S)tate Reporting: Inquiry only. This field displays State.
- 6. **Print Warnings**: Inquiry only. All warnings are printed on the report.
- 7. Click Save.
- 8. Click Update.



Figure 10.1 – XLAR – Create Annual Report File

The **XLAR** process runs in three stages:

- Selection of Records: Records are selected, the LEIS_ suite of saved lists is created, the Control Record XLAR is created, and the total selection counts are listed on the Control Record XLAR.
- Audit Process: The audit process analyzes the records selected by the first process. Errors and warnings display on an error report. Error counts are stored on Control Record XLAR. Error text and counts are stored in Legacy XLE.AR structure for use on XLTR.

Note: Errors will prevent the transmission of the file.

 XML Creation: A series of XML files are created based on the saved lists created and then compressed to a single file with a naming convention of LEIS_{college code}.{program year}.{month}.{day}.tar.gz, i.e., LEIS_824.2018.10.30.tar.gz. This file is stored in the XLE.DIRECTORY directory file.



Figure 10.2 – XLAR Audit Error Report

Create Annual Report File (XLAR)

The XLAR Audit Error Report lists the **Source File** and **Record ID** for any condition(s) that occurred.

5 sftp://kmacken@s	o5 - FileZilla					- 0	×
<u>File Edit View Tra</u>	nsfer <u>S</u> erver <u>B</u> ookmarks <u>H</u> elp						
	🗮 🖸 🎼 🛛 🗽 🗊 🔳	Q 🤗 👌	6				
Host: sftp://so5	Username: kmacken	Pass <u>w</u> ord:	•••••	Port:	<u>Q</u> uickcon	nect 🔻	
Status: Retrievir	ng directory listing lirectory /export/bome/kmacken						^
Status: Director	y listing of "/export/home/kmacken" s	uccessful					
Status: Retrievir	ng directory listing of "/datatel/coll18/c	levelopment/a	pphome/DAT	A/DATA_X/XLE.DIRE	CTORY"		
Status: Listing of Status: Director	lirectory /datatel/coll18/development/ v listing of "/datatel/coll18/developme	apphome/DA1 nt/annhome/[ΙΑ/ΠΑΤΑ_Χ/ΧΕΙ ΠΑΤΑ/ΠΑΤΑ Χ/	E.DIRECTORY (XLE DIRECTORY" si	uccessful		
	Remote site: //datatel/coll18/develor	ment/annhor			,		
		prinerit/apprior	IIC/DAIA/DAIA				*
	atatel						_
	. coll18						
	evelopment						~
	Filename	Filesize	Filetype	Last modified	Permissions	Owner/Gro	
	.						
	ELIS_824.2018.10.13.tar.gz	11,504	WinRAR ar	10/18/2017 9:3	-rw-rr	kmacken u	
	EIS_824.2018.10.16.tar.gz	11,690	WinRAR ar	10/18/2017 9:3	-rw-rr	kmacken u	
v .	EIS_824.2018.10.17.tar.gz	13,511	WinRAR ar	10/17/2017 5:1	-rw-rw	kmacken u	
< >	ELIS_824.2018.10.18.tar.gz	13,015	WinRAR ar	10/18/2017 4:0	-rw-rw	kmacken u	
Filename ^	ELIS_824.2018.10.19.tar.gz	12,506	WinRAR ar	10/19/2017 5:5	-rw-rw	kmacken u	
	ELIS_824.2018.10.20.tar.gz	14,158	WinRAR ar	10/20/2017 1:0	-rw-rw	kmacken u	
	ELIS_824.2018.10.25.tar.gz	13,956	WinRAR ar	10/25/2017 5:4	-rw-rw	rbundy users	
800 LEIS tar gz	ELIS_824.2018.10.27.tar.gz	14,114	WinRAR ar	10/27/2017 9:2	-rw-rw	kmacken u	
824,2016,10.02.1	ELIS_824.2018.10.30.tar.gz	14,264	WinRAR ar	10/30/2017 11:	-rw-rw	kmacken u	
824.2017.10.02.1	LI.ANNUAL.DATA.FLAT.824	7,830	824 File	8/2/2017 8:46:0	-rw-rw	tluong users	
824.2018.10.02.1	LI.ANNUAL.DATA.FLAT.892	14,505	892 File	4/4/201/4:29:0	-rw-rw	tluong users	
< 10.000 10.000 V							
22 files and 1 directory	Selected 1 file. Total size: 14,264 bytes						
Server/Local file	Direction Remote file		Si	ze Priority Stat	tus		
Queued files Failed	I transfers Successful transfers						
				6	🗋 🕐 Queue:	empty	••

Figure 10.3 – File System View Example

The process will save up to 10 unique past copies of the extract (one per day). If multiple copies of the extract are created on the same date, the most recent file will overwrite any previous version(s) for that date.

Create Annual Report File (XLAR)

Note: The directory structure in the example may not reflect actual directory structures at a college.

ELIS_824.2018.10.30.tar.gz (only 6 days left to buy a licer	nse)				_	×
Add Extract To Test View Delete Fi	nd Wizard	Info V	irusScan			
LEIS_824.2018.10.30.tar.gz\824 - TAR+GZIP arc	hive, unpacked s	ize 191,238 by	tes			~
Name	Size	Packed	Type	Modified	CRC32	
			Local Disk			
824.2018.10.30.ADDRESS.xml	8.897	?	XML Document	10/30/2017 11:		
824.2018.10.30.CONTROL.RECORDS.xml	4,715	?	XML Document	10/30/2017 11:		
824.2018.10.30.COURSE.SEC.FACULTY.xml	1,225	?	XML Document	10/30/2017 11:		
824.2018.10.30.COURSE.SEC.MEETING.xml	2,068	?	XML Document	10/30/2017 11:		
824.2018.10.30.COURSE.SECTIONS.xml	4,677	?	XML Document	10/30/2017 11:		
824.2018.10.30.IDENTITIES.xml	5,936	?	XML Document	10/30/2017 11:		
824.2018.10.30.PERSON.DISABILITIES.xml	391	?	XML Document	10/30/2017 11:		
824.2018.10.30.PERSON.OTHER.xml	3,296	?	XML Document	10/30/2017 11:		
824.2018.10.30.PERSON.RACES.xml	4,391	?	XML Document	10/30/2017 11:		
824.2018.10.30.PERSON.STU.xml	10,795	?	XML Document	10/30/2017 11:		
824.2018.10.30.PERSONAL.PHONE.xml	8,150	?	XML Document	10/30/2017 11:		
824.2018.10.30.POP.CREDITS.xml	4,123	?	XML Document	10/30/2017 11:		
824.2018.10.30.POP.STU.DATA.xml	3,565	?	XML Document	10/30/2017 11:		
824.2018.10.30.POP.TO.COMB.TEST.xml	16,607	?	XML Document	10/30/2017 11:		
824.2018.10.30.POP.TO.POST.TEST.xml	4,000	?	XML Document	10/30/2017 11:		
824.2018.10.30.POP.TO.PRE.TEST.xml	12,324	?	XML Document	10/30/2017 11:		
824.2018.10.30.STUDENT.ACAD.CRED.xml	9,385	?	XML Document	10/30/2017 11:		
824.2018.10.30.STUDENT.COURSE.SEC.xml	8,152	?	XML Document	10/30/2017 11:		
824.2018.10.30.STUDENT.PROGRAMS.xml	1,394	?	XML Document	10/30/2017 11:		
824.2018.10.30.XLE.PERSONNEL.xml	2,697	?	XML Document	10/30/2017 11:		
824.2018.10.30.XLE.POP.ARC.xml	16,787	?	XML Document	10/30/2017 11:		
824.2018.10.30.XLE.STU.SEPARATIONS.xml	3,667	?	XML Document	10/30/2017 11:		
824.2018.10.30.XLE.STU.TEST.xml	34,442	?	XML Document	10/30/2017 11:		
824.2018.10.30.XLEP.CERTS.xml	5,000	?	XML Document	10/30/2017 11:		
824.2018.10.30.XLEP.PROGRAMS.xml	9,596	?	XML Document	10/30/2017 11:		
824.2018.10.30.XNC.PERSON.CERTS.xml	2,457	?	XML Document	10/30/2017 11:		
824.2018.10.30.XNC.PERSON.DECERTS.xml	2,501	?	XML Document	10/30/2017 11:		
3 ~ E		Total 1	191,238 bytes in 27 fil	es		

Figure 10.4 – tar.gz file contents example

The resulting **.tar.gz** file, when uncompressed, will place all files in a directory named with the college code. A college can manually import XML files into Microsoft Excel or another tool for local data analysis.

Create Annual Report File (XLAR)

11 Send LEIS Annual File (XLTR)

Use the **Send LEIS Annual File (XLTR)** form to transfer the LEIS annual file to the System Office file server via SFTP.

This file can be shipped only when the **XLE.AR.ERROR.CNT** field does not contain an error counter. This file can be shipped only when the **XLE.AR.F.S** field contains the value **S** for State reporting only.

Any error produced from the LEIS Annual Errors report must be fixed prior to running **XLTR**.

- 1. Enter **XLTR** in the **Search** box and press **Enter**.
- 2. Send LEIS Annual File to System Office: If no errors are returned, enter Y to start the transfer.
- 3. Click Update.
- 4. When complete, click **Save**.

XLTR - Send LEIS Annual File		
	From 07/01/2015 To 06/30/2016 Errors 0 Warnings 0 Send LEIS Annual File to System Office Yes	
	Update record, Cancel record or Return to editing Update Cancel Return	

Figure 11.1 – Example – LEIS Annual Report with No Errors
Prior to running **XLTR** to send the LEIS annual file to the System Office for processing, the **DATATEL SFTP** user profile on **XSFTP** must include the **XLTR** process.

The SFTP record **SYSTEMOFFICE_IN** was delivered with release N99_XSU201479-R18*002 and should already be configured. Do not make any changes to the existing record.

SFTP - SFTP Configuration	
Configuration Name : SYSTEMOFFICE_IN	
Description System Office SFTP server inbound	
Host Name stp.nccommunitycolleges.edu Host Port 22)
User Name Password	
Private Key's Path on App Server	R
Private Key's Passphrase	1994 1997
Remote Directory	
(În	EQ.

Figure 11.2 – Example – SFTP SYSTEMOFFICE_IN Record

Note: For security purposes, the screen capture in Figure 11.2 does not include the User Name and Password.

If the **DATATEL SFTP** user profile on **XSFTP** has not been added on the **XLTR** process, you will not be able to send the annual file to the System Office for processing. Only the college system administrator should perform these steps to add the **DATATEL SFTP** user profile:

- 1. Access **XSFTP**.
- 2. Enter **DATATEL** for the user profile.
- 3. Starting on the first blank line, enter the following lines:

Mnemonic/Process	Local Save	SFTP Configuration
ST-XLTR	No	SYSTEMOFFICE_IN

4. Click Save.

Send LEIS Annual File (XLTR)

SFTP - NC Operator SFTP		
Operator TLUONG - User Spe	cific Setup	
Mnemonic/Process	Local Save	SFTP Configuration
1 XLTR	No	SYSTEMOFFICE_IN
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		

Figure 11.3 – Example – DATATEL SFTP User Profile

12 Batch Update LEIS Records (XLEFIX)

Use the **Batch Update LEIS Records (XLEFIX)** form to clean up POP record data. The **XLEFIX** form can be used to perform four primary functions: update test data, update placement data, reset a student to a single POP for the reporting year, and remove all POPs for a student in the reporting year.

Update Test		Rese	t Student	
Update Placement		Remove	e Student	
Savedlist				
Students	1			
	2			
	3			
	4			

Figure 12.1 – XLEFIX – LEIS Data Fix

Use the following field descriptions to complete the **XLEFIX** form:

• **Update Test**: Enter **Y** to update test data for a student or group of students. This functionality will add or remove tests to or from a POP based on POP begin and end date.

When to use: Use this function when duplicate tests display on **XLEPT** or a test displays in **All Tests** on **XLEPT** with no placement.

• **Update Placement**: Enter **Y** to update placement for a student or group of students. This functionality will run placement and award MSGs (if applicable).

When to use: Use this function when a student displays incorrect placement or MSG.

• **Reset Student**: Enter **Y** to reset a student to one POP in the reporting year. This functionality will remove any additional POPs in the reporting year, clean up the separation and end date in the first POP, and clean up the intake, separation, and POP pointers in the LEIS Student file.

When to use: Use this function when a student's first POP separation date and second POP intake date are less than 91 days apart. This happens when Web Attendance is not entered on a regular basis.

This function may also be used when students have multiple POPs where the start date of the POP is greater than the end date.

• **Remove Student**: Enter **Y** to remove all POPs for a student or group of students in the reporting year. This functionality will remove all POPs and update the intake, separation, and POP pointers in the LEIS Student file.

Note: Only users with the **NRSSU** office code will be allowed to access this functionality.

When to use: Use this function when attendance was accidently entered for the incorrect student, resulting in the creation of a POP record for that student.

- **Savedlist**: Enter a saved list name of **XLE.STUDENTS** records.
- **Students**: Enter a student ID or name to process.

13 Literacy Adult High School Graduation Report (XLEGRA)

Note: This report is also available via Informer. Refer to the document titled *AHS Graduation Report* published on the NCLOR.

Use the Literacy Adult High School Graduation Report (XLEGRA) form to print the Adult High School Graduation Report for the AHS or AHSMINOR program code for a specific reporting program year or by date ranges. If you entered a reporting program year, you may not use the Completion Date Range (Begin Date and End Date).

This report also compares the completion date (**ACAD.END.DATE**) to the student's program latest end date (**STPR.END.DATE**). If these two fields do not match, the system returns a warning message that displays on the comment column of this report. Re-check the student's program latest start date or the completion date to ensure it is recorded properly, and make any corrections accordingly.

Standard Colleague screens are used to set printer characteristics and select the mode in which the report will be run. Output is available in printed form or online, depending on the options selected.

Access the XLEGRA form via the Student (ST) Application in the subfolder titled XSTM-XLE-XLAHS Adult High School Report.

Application:	ST T								
	п эчрроп - ме								
 Student Da 	itabase Utilities - SDU								
Suggested Menu Options - SMO									
 Student Aff 	fairs - SAF								
► RESOURC	E25 Interface - R25								
SCHEDUL	E25 Interface - S25								
 Student System 	stem Setup - SSS								
 Bookstore I 	POS Interface - BKPI +								
 Custom Stu 	udent System - XSTM								
AR/CR	Cash-Based Reporting - XCB								
Regiona	I Calendar System - XRC								
Parking	and Ticket Menu - XPTM								
► Develop	mental Education - XDER								
Literacy	Education - XLE								
eracy Education	- XLE								
Adult High Scho	ol Report - XLAHS								
Literacy Adult Literacy Adult	t High School Graduttion Report - XLEGRA t High School Student Report - XLEAHS								

Figure 13.1 – Adult High School Report

1. Enter **XLEGRA** in the **Search** box and press **Enter**. The **XLEGRA** form displays.

File	Options	Help	Auto-Close	Context 🔻	✓ Save) 🗸	/ Save All 🔪 🗡	Cancel)	🗴 Cancel All 🔵	 +	
XLE	GRA - Lite	racy Adu	lt High Schoo	Graduation	Report				 	
				Sort By 🔽	l≩					
		Co	mpletion Progra	am Year 🛛	*					
				Be	orin Date	End Date				
		(Completion Date	e Range						

Figure 13.2 – Literacy Adult High School Graduation Report

- 2. Use the following field descriptions to complete the **XLEGRA** form:
 - **Sort By**: Required field. Select the following valid sort option from the dropdown:
 - Last & First Name, ID
 - o Student ID
 - Comp Dt, Last, First, ID
 - o Diploma Name
 - **Completion Program Year**: Select a program year from the dropdown to produce the report. If you entered a reporting program year in this field, you may not use the **Completion Date Range (Begin Date** and **End Date)** in the next fields. You are not allowed to enter both the reporting program year and a date range.

- **Completion Date Range (Begin Date)**: Enter the start date in which the student earned his/her Adult High School Diploma. Use this field to specify the earliest date to be used to select records from the **ACAD.CREDENTIALS** file. This date, along with the date entered in the **End Date** field, creates a range used to select the graduation records to be displayed on the report. The date entered must be earlier or equal to any end date entered in the **End Date** field. A future date is not allowed in this field. The system uses the current year as the default if you omit the year.
- Completion Date Range (End Date): Enter the end date in which the student will earn his/her Adult High School Diploma. If you want to create a range of dates, use this field to specify the latest end date to be used to select records from the ACAD.CREDENTIALS file. This date, along with the start date entered in the Begin Date field, creates a range used to select the student graduation records to be displayed on the report. The date entered must be later or equal to the start date entered in the Begin Date field. A future date is not allowed in this field. The system uses the current year as the default if you omit the year.
- Click Save All.

Examples of reports are provided below.



Figure 13.3 – Literacy Adult High School Graduation Report by Last and First Name, ID

Literacy Adult High School Graduation Report (XLEGRA)

XLEGRA - Literacy Adult High Sch	ool Graduation Report		
Completion Pro Completion D	Sort By 2 • 1 Last & First Name, II 2 Student ID 3 Cmp Vate, Last, First 4 Diploma Name Begin Date ate Range 01/01/2010 •	D IL ID End Date 09/03/2013	
Report Browser			08
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Figure 13.4 – Literacy Adult High School Graduation Report by Student ID

3	KLEGRA - Li	teracy Adult High Schoo	Graduation	Report					
	Sort By 3 - 1 Last & First Name, ID 2 Student ID 3 Cepp Date, Last, First, ID 4 Diabrna Name								
			Be	gin Date	End	Date			
		Completion Date	e Range 01	/01/2010	09/03/	2013			
-									
	Report Brow	wser						08	
	K <	1 of 1 > >	Save	As) (BB E	xport PDF	→ Print Remote		✓ Show Full Page View	
	Date:09/05/ Time:02:51:	2013 2878	Liter	acy Adult Hig Sys As o	h School Gr tem Office f 09/05/201	aduation Report		Page: 1	
	Student ID	Last Name	First Name	Acad Program	Compl Date	Comment			
	0081105	Test	Leisl	ARS	01/15/2011	Invalid Completion Date.	Need verification.		
	0082942	Graduated	Personi	ARS	05/15/2012				
	0082885	Grad4	Ahs4	AHS	07/02/2013				
	0081136	Data	Testl	AHS	08/01/2013				
	0076008	Harmon	James	AHS	08/30/2013				
	0076008	Harmon	James	ARSMINOR.	09/02/2013				

Figure 13.5 – Literacy Adult High School Graduation Report by Completion Date, Last and First Name, and Student ID

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	XLEGRA	- Literacy Adult High School G	raduation Report				
	1	Sor Completion Program Completion Date Ra	t By 1 Last & First Name 2 Student ID 3 Cmp Date, Last, F 4 Diploma Name Begin Date ange 01/01/2010	e, ID First, ID En 08/3	1d Date 0/2013 🗔		c
q	Deport P	rowear					
	Report D	lowser					U W
	< <	□ of 1 > > (😝 Save As) 争	Export PDF) (🤧 Pri	nt Remote	Show Full Page View
	Date:09/ Time:02:	05/2013 53:40PM	Literacy Adult 5 1 An	High School Ga System Office s of 09/05/201	raduation Re	sport	Page: 1
	Student	ID Diploma Name		Acad Program	Compl Date	Comment	
	0082885	Ahs4 Grad4		ARS	07/02/2013		
	0081105	Leisl Test		ARS	01/15/2011	Invalid Completion Date. 1	Seed verification.
	007€008	Mr. James Harmon, Jr.		ARS	08/30/2013		
	0076008	Mr. James Harmon, Jr.		ARSMINOR	09/02/2013		
	0082942	Person1 Graduated		ARS	05/15/2012		
	0081136	Testl Data		AHS	08/01/2013		

Figure 13.6 – Literacy Adult High School Graduation Report by Diploma Name

Note: If both the AHS and AHSMINOR reports are printed, determine which graduated program code is incorrect and reverse it accordingly.

The comment column may display **Invalid Completion date. Need Verification**. This message indicates the completion date of the graduated program code is not correct, e.g., a completion date before the program start date. In this case, the **UACF** process could not assign the completion date to the student's program end date. The system assigns the program start date to end the program instead. As a result, the graduated program code includes two different end dates. Verify the completion date and make corrections accordingly.

For the LEIS annual file, the system reports the graduated program closed date from the **STUDENT.PROGRAMS** file.

For the Literacy Adult High School Graduation Report, the system pulls the completion date from the **ACAD.END.DATE** of the **ACAD.CREDENTIALS** file.

14 Colleague Reports

Due to reprogramming for WIOA and NRS guidelines, the following reports will be disabled and reprogrammed as of the 2017-2018 program year:

- XLEAHS: Replaced by Informer Report NRS LEIS AHS Report
- XLENIP: Replaced by XLENRS with NIPSTU and NIPSEC report types
- XLENPO: Replaced by XLENRS with NP report type
- XLEPTS: Replaced by Informer Report NRS LEIS POP Test Summary
- XLEPLA
- XLECLV
- XLET4: Replaced by XLENRS with T4 and T4B report types
- XL123N
- XL123L: Replaced by XLENRS with TBL report type
- XL123D

14.1 LEIS Reporting (XLENRS)

The LEIS Reporting (XLENRS) form replaces the XLENIP, XLET4, XL123L, XLEPTS, and XLENPO forms.

Use the **XLENRS** form to generate reports of LEIS data based on input criteria. Data can be viewed in an Excel spreadsheet. Table information displays in the Report Browser.

1. Enter XLENRS in the Search box and press Enter. The XLENRS form displays.

XLENRS - LEIS Reporting	
Report Type	•
NRS Reportable	
Section Date Range	
Reporting Year	1
	2
Section	1
	2
	3
Student	1
	2
	3
(

Figure 14.1 – XLENRS – LEIS Reporting

- 2. Use the following field descriptions to complete the **XLENRS** form:
 - **Report Type**: Select a report type from the dropdown:
 - ATS All Test Summary: Reports all tests taken within the range specified. The report includes ID, First Name, Last Name, Test Type, Test Date, Test Component, Test Form, and Test Score.
 - NAR No Attendance Report: Reports all students who have missed more than two consecutive days based on the last day of attendance on XLESI. The report includes ID, First Name, Last Name, POP ID, Total Hours in POP, Last Date of Attendance, and Number of Days Since Last Attendance Date.

- NIPSTU No Initial Placement (STU): Reports student data. The report includes ID, First Name, Last Name, POP ID, Intake Date, Total Hours in POP, Last Date Attended, Days Since LDA, and Separation Date.
- NIPSEC No Initial Placement (SEC): Reports student and section data. The report includes ID, First Name, Last Name, POP ID, Intake Date, Total Hours in POP, Last Date Attended, Days Since LDA, Separation Date, Section Hours, Section ID, Section Name, Instructor Last Name, Instructor First Name, Student Enrollment Date, Section Begin Date, and Section End Date.
- T4 Table 4 MSG by Entry LvI: Reports participants, attendance hours, level gain, and periods of participation. This table displays in the Report Browser, and the data used to compose the report output displays in a csv file.

Note: If a student's Initial EFL displays as **NIP**, the final file will not be accepted by the System Office. Users should enter an **Assigned EFL** on **XLEPT** for the student.

- T4B Table 4B EFL Gain for Participants: Reports the number of post-tested participants who achieved at least one educational functioning level gain. This table displays in the Report Browser, and the data used to compose the report output displays in a csv file.
- TBL Tables 1 3 Participants by Age, Race/Ethnicity, Program Area: This process selects all POPs in which a student is considered a participant. An error report displays if age is less than 16, race and ethnicity are missing, and program area is missing. Any students listed on the error report are excluded from Tables 1-3 until the errors are resolved.

A csv file displays all participating students, ages, races, ethnicities, program areas, initial EFL, and if they are considered IET (Integrated Education and Training) or IELCE (Integrated English Literacy and Civics Education).

After the csv file displays, three reports display in the Report Browser for Tables 1, 2, and 3.

- TNP Test Not in POP: Reports any test found within the search range that is not found in a period of participation for a student. The report includes ID, First Name, Last Name, Test Date, Test Component, Test Form, Test Score, and Test EFL.
- NP No Post Test Report: Reports students who do not have a post-test and measurable skills gain. This report includes ID, First Name, Last Name, POP ID, Total Hours in POP, Term, Section Name, Pre-Test Subject, Pre-Test Date, Pre-Test Comp, Pre-Test Form, Pre-Test EFL, and Hours Since Test Date.
- Section Date Range: Enter a section start date and a section end date.
- **Reporting Program Year**: Enter reporting year(s) to report.

• **Section**: Enter section(s) to report.

• **Student**: Enter student ID(s) to report.

	Α	В	С	D	E	F	G	Н	
1	Student ID	First Name	Last Name	Test Type	Test Date	Test Comp	Test Form	Test Score	
2	90078	Chase	Bundy	ABE/ASE	7/5/2017	TABBATREAD	9M	400	
3	90078	Chase	Bundy	ESL	7/5/2017	TABECLEL	4A	700	
4	90065	Byron	Fish	ABE/ASE	7/1/2017	TABBATTOMA	9E	218	
5	80449	Wally	Jones	ABE/ASE	8/22/2017	CASASREAD	81A	210	
6	80449	Wally	Jones	ESL	8/15/2017	BESTPLUS2	D	580	
7	90076	Тае	Kim	ESL	7/20/2017	CASESLLWLST	985C	218	
8	90205	Во	Lee	ESL	4/15/2017	CASESLLWLST	986C	237	
9	90071	Popleis1	Smith	ABE/ASE	7/5/2017	CASASREAD	86C	225	
10	90071	Popleis1	Smith	ABE/ASE	7/10/2017	CASASREAD	86C	240	
11	90071	Popleis1	Smith	ABE/ASE	10/12/2017	CASASMATH	34B	208	
12	82886	Lee	Song	ABE/ASE	7/14/2017	CASASMATH	31A	200	
13	82886	Lee	Song	ABE/ASE	10/13/2017	CASASREAD	81AX	195	
14	82886	Lee	Song	ABE/ASE	10/30/2017	CASASREAD	81AX	208	
15	82886	Lee	Song	ESL	7/15/2017	BESTPLUS	С	543	
16									

Figure 14.2 – ATS

	А	В	С	D	E	F	G	Н
1	Student ID	First Name	Last Name	POP ID	Total Hours in POP	Last Date Attended	Days Since LDA	
2	90078	Chase	Bundy	0090078_2018_1	3	7/14/2017	34	
3	90206	Noah	Count	0090206_2018_1	2	7/5/2017	43	
4	90065	Byron	Fish	0090065_2018_1	4	7/5/2017	43	
5	90077	Ji	Jun	0090077_2018_1	0	7/5/2017	43	
6	90076	Тае	Kim	0090076_2018_1	2	7/24/2017	24	
7	90205	Bo	Lee	0090205_2018_1	31	7/24/2017	24	
8	90071	Popleis1	Smith	0090071_2018_1	4	7/3/2017	45	
9	90075	Hye	Song	0090075_2018_1	4	7/3/2017	45	
10	82886	Lee	Song	0082886_2018_1	6	7/10/2017	38	
11	80319	Scarlette	Strayer	0080319_2018_1	20	7/19/2017	29	
12	90204	Ji	Sung	0090204_2018_1	8	7/5/2017	43	
10								

Figure 14.3 – NAR

	А	В	С	D	E	F	G	Н	Ι	J
1	Student ID	First Name	Last Name	POP ID	Intake Date	Total Hours in POP	Last Date Attended	Days Since LDA	Separation Date	
2	0000090205	Во	Lee	0090205_2018_1	8/15/2017	4	6/5/2017	36	6/5/2017	
3	0000090204	Ji	Sung	0090204_2018_1	8/15/2017	4	7/17/2017	1		
4										

Figure 14.4 – NIPSTU

A	B	C	D	E	F	G	н	1	J	K	L	M	N	0	P	Q
Student ID Fi	st Name I	Last Name	POP ID	Intake Date	Total Hours in POP	Last Date Attended	Days Since LD	A Separation Date	Section Hours	Section ID	Section Name	Inst Last Name	Inst First Name	Student Enrollment Date	Section Begin Date	Section End Date
0000090205 B		Lee	0090205_2018_1	8/15/2017	4	6/5/2017	3	6 6/5/2017	4	14275	ABE-READ-TL2	Sampson	Andrew	6/5/2017	7/1/2017	12/18/2017
0000090204 Ji	1	Sung	0090204_2018_1	8/15/2017	4	7/17/2017		1	4	14275	ABE-READ-TL2	Sampson	Andrew		7/1/2017	12/18/2017

Figure 14.5 – NIPSEC

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1	Date: 09/28/2017 Time: 09:12AM				Table 4: For Rep(Measurable By Entry Le System Off: orting Year As of 09/28,	Skill Gains evel ice : 2017-2018 /2017	5	Page:	1	
R	Entering Educational Functioning Level	Total Number Enrolled	Total Attendance Hours for all participants	Number who achieved at least one educational functioning level gain	Number who attained a secondary school diploma or its equivalent	Number Separated Before Achieving Measurable Skill Gains	Number Remaining in Program without Measurable Skill Gains	Percentage Achieving Measurable Skill Gains	Total Number of Periods of Participation	Total Number of Periods of Participation with Measurable Skill Gains	Percentage of Periods of Participation with Measurable Skill Gains
	ABE Level 1 - ABEBL ABE Level 2 - ABEBE ABE Level 3 - ABELI ABE Level 4 - ABEHI ABE Level 5 - ASEL	 2 1	59.00 24.00	1			2	100%	2	1	100%
1	ABE Level 6 - ASEH *** ABE Total ESL Level 1 - ESLBL ESL Level 2 - ESLLB	3 1 1	83.00 4.00 18.00	1		1	2 1	33%	3 1 1	1	33%
	ESL Level 3 - ESLHB ESL Level 4 - ESLLI ESL Level 5 - ESLHI ESL Level 6 - ESLA	1	0.00	1		-		100%	1	1	100%
I	*** ESL Total No Initial Placement *** NIP Total	3 3 3	22.00 72.00 72.00	1		1	1 3 3	33%	3 3 3	1	33%
	*** Grand Total	9	177.00	2		1	6	22%	9	2	22%

Figure 14.6 – T4 – Report Browser

	А	В	С	D	E	F	G	Н	Ι	J
1	POP ID	Participant	POP Hrs	Initial EFL	Sep Date	Pre/Post MSG	AHS Credit MSG	AHS/HSE Grad MSG	Post Sec MSG	
2	0080319_2018_1	Υ	20	NIP		N				
3	0090071_2018_1	Υ	0	ESLHB	7/14/2017	Υ				
4	0090135_2018_1	Υ	4	ESLBL		N				
5	0090136_2018_1	Υ	23	ABELI		N				
6	0090205_2018_1	Υ	31	NIP		N				
7	0090252_2018_1	Υ	18	ESLLB	7/15/2017	N				
8	0090253_2018_1	Υ	21	NIP		N				
9	0090318_2018_1	Υ	36	ABELI		N				
10	0090319_2018_1	Υ	24	ABEHI		Y				

Figure 14.7 – T4 – csv File

Report Browser		н < [of 1	> N Sa	ave As	Export PDF	Print Remote
Date:10/19/2017 Time:01:54:00PM			Educat	Tab tional Func Le System For Reporting	le 4B vel Gain & A Office Year: 2017-2	Attendance 2018	
				As of 1	0/19/2017		
Entoning				Conservated	Number		
Educational	Total	Total	Numbon	Separaceu	Remaining	Dencentare	
Eunctioning	Number	Attendance	with	Achieving	Within	Achieving	
Level	Encolled	Hours	EEL Gain	EEL Gain	Level	EEL Gain	
ABE Level 1 - ABEBL							
ABE Level 2 - ABEBB	1	12.00		1			
ABE Level 3 - ABELI	1	36.00			1		
ABE Level 4 - ABEHI	1	24.00	1			100%	
ABE Level 5 - ASEL							
*** ABE Total	3	72.00	1	1	1	33%	
ESL Level 1 - ESLBL	2	42.00	2			100%	
ESL Level 2 - ESLLB							
ESL Level 3 - ESLHB	1	12.00	1			100%	
ESL Level 4 - ESLLI	1	13.00	1			100%	
ESL Level 5 - ESLHI	1	16.00	1			100%	
ESL Level 6 - ESLA							
*** ESL Total	5	83.00	5			100%	
*** Grand Total	8	155.00	6	1	1	75%	

Figure 14.8 – T4B – Report Browser

	А	В	С	D	E	F	
1	POP ID	Participant	POP Hrs	Initial EFL	Sep Date	Pre/Post MSG	
2	0080902_2018_1	Υ	12	ABEBB	7/19/2017	N	
3	0086321_2018_1	Υ	12	ESLHB		Y	
4	0090071_2018_2	Υ	17	ESLBL		Υ	
5	0090076_2018_1	Υ	16	ESLHI		Y	
6	0090078_2018_1	Υ	13	ESLLI		Υ	
7	0090318_2018_1	Υ	36	ABELI		N	
8	0090319_2018_1	Υ	24	ABEHI		Y	
9	0090342_2018_1	Y	25	ESLBL		Y	
10							

Figure 14.9 – T4B – csv File



Figure 14.10 – TBL – Report Browser

	А	В	С	D	E	F	G	Н	Ι	J	K	
1	Student ID	First Name	Last Name	Initial EFL	Gender	Ethnicity	Race	Age	Program Area	IET	IELCE	
2	86321	Darius	Rucker	ESLHB	М	NHS	BL	51	ESL			
3	86341	Keith	Urban	ABEBL	М	NHS	WH	50	ABE	Y		
4	90071	Popleis1	Smith	ESLBL	М	NHS	WH	32	ESL		γ	
5	90135	Leis	Test-Conversion	ESLBL	М	NHS	BL	42	ESL			
6	00126	Lais Conu	Test Conversion		N.4	NILIC	14/11	41	ADE			

Figure 14.11 – TBL – csv File

Report Browser																?
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Date:01/11/2018 Time:02:15:33PM						Table : I For I	1: Part EFL, Et Sys Reporti As o	ticipan thnicit stem O: ing Yes of 01/2	nts by ty and ffice ar: 201 11/2018	Enter: Sex 7-201	ing B					Page: 1
Entering EFL	AmInd M	AmInd	Asian M	Asian F	Black	Black	Hisp M	Hisp F	HIPI M	HIPI	White M	White F	Other M	Other F	Total	
ABE Level 1 - ABEBL											1				1	
ABE Level 2 - ABEBB																
ABE Level 3 - ABELI				1			4				1				4	
ADE Level 4 - ADERI							1								1	
ABE Level 5 - ASEL	1										1				2	
FSL Lovel 1 - FSLPL					1						1				2	
ESL Level 2 - ESLLB				1	-						-				1	
ESL Level 3 - ESLHB				-	1										1	
ESL Level 4 - ESLLI					-										-	
ESL Level 5 - ESLHI																
ESL Level 6 - ESLA			1	1											2	
Table Total	1		1	3	2		3				4				14	

Figure 14.12 – TBL – Report Browser

Report Bro	wser															?	X
< <	1 0	f1	> >		Save As) (18	Export P		∍⊜ Prin	t Remote				🗹 S	how Full Pa	ge View	
Date: 01/1: Time: 02:10	L/2018 5PM				Table :	2: Parti For R	cipants) System eporting As of (by Age, H n Office Year: 20 01/11/201	thnicity 17-2018	7, and S	ex				Pag	je: 1	
Age Group	AmInd M	AmInd F	Asian M	Asian F	Black M	Black F	Hisp M	Hisp F	HIPI M	HIPI F	White M	White F	Other M	Other F	Total		
16-18 19-24 25-44 45-54 55-59 60+	1		1	3	1 1		1 2				3				9 5		
Total	1		1	3	2		3				4				14		

Figure 14.13 – TBL – Report Browser

Report Browser			0 8
< < ☐ of 1 > > (♣ Save As	B Export PDF Print Remote	•	Show Full Page View
Date:01/11/2018 Tab. Time:02:17PM	le 3: Participants by Program Type and Age System Office For Reporting Year: 2017-2018 As of 01/11/2018		Page: 1
Program Type	16 - 18 19 - 24 25 - 44 45 - 54 55 - 59	60+ Total	
Adult Basic Education	3 3	6	
Adult Secondary Education and Training Program	1 1	2	
English Language Acquisition	4 1	5	
Integrated Education and Iraining Program Integrated English Literacy and Civics Education	1	1	
Integrated Education and Fraining Program Total:	9 5	14	

Figure 14.14 – TBL – Report Browser

Note:	Table 3 totals do not include Integrated Education and Training Program totals; this is a
	subset of the Program Area totals.

	Α	В	С	D	E	F	G	Н	
1	Student ID	First Name	Last Name	Test Date	Test Component	Test Form	Test Score	Test EFL	
2	80449	Wally	Jones	8/22/2017	CASASREAD	81A	210	ABEBB	
3	80449	Wally	Jones	8/15/2017	BESTPLUS2	D	580	EXITESL	
4	90065	Byron	Fish	7/1/2017	TABBATTOMA	9E	218	ABEBL	
-									

Figure 14.15 – TNP

	Α	В	С	D	E	F	G	н	I	J	к	L	M
1	Student ID	First Name	Last Name	POP ID	Total Hours in POP	Term	Section Name	Pre-Test Subject	Pre-Test Date	Pre-Test Comp	Pre-Test Form	Pre-Test EFL	Hours Since Test Date
2	80319	Scarlette	Strayer	0080319_2018_1	20	2017CE3	ABE-READ-TL2	READ	8/1/2017	CASESLREAD	82A	ESLLI	0
3	86341	Keith	Urban	0086341_2018_1	16	2017CE3	BSP-2000-CC001	LIST	9/27/2017	BESTPLUS2	F	ESLLB	4
4								MATH	9/8/2017	TABBATTOMA	9L	ABEBL	8
5								LANG	9/8/2017	TABSURLANG	9E	ABEBL	8
6	90075	Hye	Song	0090075_2018_1	4	2017CE3	ABE-READ-TL2	READ	7/15/2017	TABBATREAD	9M	ABEBB	4
7	90077	Ji	Jun	0090077_2018_2	6	2017CE3	ABE-READ-TL3	MATH	7/3/2017	CASASMATH	34B	ABELI	12
8	90343	Carrie	Underwood	0090343_2018_1	12	2017CE2	BSP-2000-16CE2	READ	7/5/2017	TABECLER	4A	ESLA	10
9								MATH	7/5/2017	CASSECMATH	505	ABEHI	10
10	90344	Jason	Aldean	0090344_2018_1	12	2017CE2	BSP-2000-16CE2	MATH	7/6/2017	CASASMATH	36C	ABEHI	8
11								READ	7/5/2017	TABECLER	4A	ESLA	10
12	90354	Lee	Bryce	0090354_2018_1	8	2017CE3	BSP-2000-CC001	MATH	8/1/2017	CASASMATH	36C	ASEL	8
12													

Figure 14.16 – NP

- 3. To pad the Student ID in Excel:
 - a. Select the Student ID column by clicking on the A above the column.
 - b. On the **HOME** tab, in the **Number** group, click the dialog box launcher next to **Number**.
 - c. In the **Category** list, click **Custom**, **0**, and in the **Type** box, enter the number format preferred, i.e., for a 10-digit Student ID, enter **0000000000**.

- 4. To sort in Excel:
 - a. Select the column in which you would like to sort by clicking on the alpha character at the top of the column.
 - b. On the **DATA** tab, click **A-Z** or **Z-A** to sort a column quickly, or select the **SORT** box to enter many columns to sort by. Always select **Expand the selection** to keep associated data in line.

15 Create & Add Expire Date to NRS Tests Approved (XLEULT)

Use the **Create & Add Expire Date to NRS Tests Approved (XLEULT)** form to reports including NRS Test Forms Approved, NRS Tests & EFL Approved, NRS Test Forms Approved (Prior Rpt Program Year), and NRS Tests & EFL Approved (Prior Rpt Program Year).

Note: The 2015-2016 programming year is used as an example below.

Access the **XLEULT** form directly by entering **XLEULT** in the **Search** box.

Note: The XLEULT form can also be accessed from the Student (ST) Application in the subfolder titled XSTM-XLE-XLAN Reports, Annual.

Use the following field descriptions to complete the **XLEULT** form:

- XLEULT Message: Inquiry field. This field displays the import message and/or dependencies. Review the items listed in this message to determine whether you can run XLEULT to create a new set of tests approved for the new reporting program year. Refer to the additional note below for processing XLEULT for the 2015-2016 program year.
- **Begin Report Date**: Inquiry field. The system evaluates the start date of the reporting program year posted from the **XLYE** form and calculates the start report date for the following reporting program year. For example, to create a report containing a new set of tests approved for 2015-2016, the **Begin Report Date** field on the **XLEULT** form should display **07/01/2015**. Verify the value in the **Begin Report Date** field is correct.
- End Report Date: Inquiry field. The system evaluates the start date of the reporting program year posted from the XLYE form and calculates the end report date for the following reporting program year. For example, to create a report containing a new set of tests approved for 2015-2016, the End Report Date field on the XLEULT form should display 06/30/2016. Verify the value in the End Report Date field is correct.
- Begin Program Year: Inquiry field. The system evaluates the start date of the reporting
 program year posted from the XLYE form and calculates the beginning program year for
 the following reporting program year. For example, to create a report containing a new
 set of tests approved for 2015-2016, the Begin Program Year field on the XLEULT form
 should display 2015. Verify the value in the Begin Program Year field is correct.
- End Program Year: Inquiry field. The system evaluates the start date of the reporting program year posted from the XLYE form and calculates the ending program year for the following reporting program year. For example, to create a report containing a new set of tests approved for 2015-2016, the End Program Year field on the XLEULT form should display 2016. Verify the value in the End Program Year field is correct.

- For Reporting Program Year: Inquiry field. The system evaluates the start date of the reporting program year posted from the XLYE form and populates the following reporting program year. For example, to create a report containing a new set of tests approved for 2015-2016, the For Reporting Program Year field on the XLEULT form should display 2015-2016. Verify the value in the For Reporting Program Year field is correct.
- **Create NRS Tests Approved**: Enter **Y** or **N** for the first time in the reporting program year. After **XLEULT** has been run for the reporting program year, the form displays as inquiry only and cannot be run again.

If you enter **N**, the system returns you to the **Search** box.

If you enter an invalid value, the system displays an error message: **Please enter either** (Y)es or (N)o. Click OK to return to the **Create NRS Tests Approved** field.

If you enter **Y**, the system displays, **Do you want to continue?** This is the last warning generated by the system. If you enter **Y**, the **Update**, **Cancel**, **Return** prompt displays. After you click **Update**, you must wait until the process is complete. DO NOT CANCEL OR USE **X** TO ABORT THE PROCESS!

The **XLEULT** utility outputs the following reports (when applicable):

- NRS Test Forms Approved
- NRS Tests & EFL Approved
- NRS Test Forms Approved (Prior Rpt Program Year)
- NRS Tests & EFL Approved (Prior Rpt Program Year)

These reports cannot be reproduced; save the reports to the **_HOLD_** file and/or save them in a readable format.

Prior to running the **XLEULT** utility, ensure a good backup copy of the **XLE.TSCORE.CODE** file has been created. This backup can be a nightly backup/snapshot or special Unix copy of the file.

Contact the System Office CIS Help Desk to verify there is no pending email or patch for expiring NRS tests or updating any NRS test score.

Consider the following before running **XLEULT**:

- 1. Do not run the **XLEULT** process until June 15.
- 2. Do not run the **XLEULT** process if the **Begin Report Date** and **End Report Date** of the new reporting program year displays incorrectly.
- 3. Run the **XLEULT** process on a quiet system, i.e., when other users are not entering LEIS data and/or updating the **XLE.STUDENTS** files and accessing the **XLE.TSCORE.CODE** file.

- 4. After the **XLEULT** process is complete, DO NOT RUN the process again until June 15 of the following year.
- Note: For the 2015-2016 reporting program year, no additional changes have been made in the approved tests for NRS pending. As of June 15, 2015, run the **XLEULT** process. The **XLEULT** process enables you to enter tests for the 2015-2016 reporting program year.

To run the **XLEULT** process:

1. Enter **XLEULT** in the **Search** box and press **Enter**. The **XLEULT** form displays.

	Please review the information prior to running XLEULT	
1	1. Do not perform XLEULT process before June 15th.	Page 1 of 2
2	2. Do not perform XLEULT process if the Begin and End Report Date	Ē
3	of the new program year display incorrectly.	Eq.
4	3. Prior to running XLEULT process, ensure a good backup copy of	Ē
5	the XLE.TSCORE.CODE file has been created. This backup can be a	E.
6	nightly backup/snapshot or a special Unix copy of the file.	Ē
7	4. The XLEULT process should be run on a quiet system (e.g. when	E
8	other users are not entering LEIS data and/or updating XLE.STUDENTS	<u> </u>
9	and accessing XLE.TSCORE.CODE files.	R
10	5. Prior to running XLEULT process, follow-up with System Office	Ē
11	CIS HELPDESK to verify that there is no pending email or patch	R
12	for expiring NRS tests or updating any NRS test score.	Ē
13	6. Once XLEULT is done, DO NOT RUN this process again until	R
14	June 15th of the following year.	<u> </u>
	Begin Report Date 07/01/2015 End Report Date	06/30/2016
	Begin Program Year 2015 End Program Year	2016
	Create NRS Tests Approved For Reporting Program Year 20	15-2016

Figure 15.1 – Access XLEULT for the first time

2. Create NRS Tests Approved: Required field. Enter Y to proceed.

1	1. Do not perform XLEULT process before June 15th.	Page 1 of 2
2	2. Do not perform XLEULT process if the Begin and End Report Date	Ē
8	of the new program year displays incorrectly.	Ē
ł	3. Prior to running XLEULT process, ensure a good backup copy of	Ēģ
5	the XLE.TSCORE.CODE file has been created. This backup can be a	
5	nightly backup/snapshot or a special Unix copy of the file.	
7	4. The XLEULT process should be run on a quiet system (e.g. when	You are not allowed to create new program year tests approved prior to June 15th
3	other users are not entering LEIS data and/or updating XLE.STUDENTS	
•	and accesing XLE.TSCORE.CODE files.	<u> </u>
0	5. Prior to running XLEULT process, follow-up with System Office	
1	CIS HELPDESK to verify that there is no pending email or patch	Ē
2	for expiring NRS tests or updating any NRS test score.	Ēģ
3	6. Once XLEULT is done, DO NOT RUN this process again until	Ē
4	June 15th of the following year.	Ēģ
	Begin Report Date 07/01/2015	End Report Date 06/30/2016
	Begin Program Year 2015	End Program Year 2016

Figure 15.2 – Message displayed when XLEULT is run before June 15

	Please review the information prior to running XLEULT	
1	1. Do not perform XLEULT process before June 15th.	
2	2. Do not perform XLEULT process if the Begin and End Report Date	
3	of the new program year display incorrectly.	Ē
4	3. Prior to running XLEULT process, ensure a good backup copy of	<u> </u>
5	the XLE.TSCORE.CODE file has been created. This backup can be a	
6	nightly backup/snapshot or a special Unix copy of the file.	You are not allowed to run XI EUII T process more than one time. Process terminated
7	4. The XLEULT process should be run on a quiet system (e.g. when	Tod are not allowed to full XEEDET process more than one time. I focess terminated
8	other users are not entering LEIS data and/or updating XLE.STUDENTS	
9	and accessing XLE.TSCORE.CODE files.	JEQ
LO	5. Prior to running XLEULT process, follow-up with System Office	Ē
11	CIS HELPDESK to verify that there is no pending email or patch	E.
12	for expiring NRS tests or updating any NRS test score.)
13	6. Once XLEULT is done, DO NOT RUN this process again until	
14	June 15th of the following year.	E.
	Begin Report Date 07/01/2015	End Report Date 06/30/2016
	Begin Program Year 2015	End Program Year 2016

Figure 15.3 – Message displayed when XLEULT is run more than once

XLEULT -	- Create & Add Expire Date to NRS Tests Approved		
E	Please review the information prior to running XI FUI T		
1	1. Do not perform XLEULT process before June 15th.		E
2	2. Do not perform XLEULT process if the Begin and End Report Date		Ē
3	of the new program year displays incorrectly.		Ē
4	3. Prior to running XLEULT process, ensure a good backup copy of		Ē
5	the XLE.TSCORE.CODE file has been created. This backup can be a		
6	nightly backup/snapshot or a special Unix copy of the file.		
7	4. The XLEULT process should be run on a quiet system (e.g. when	Do you want to continue?	
8	other users are not entering LEIS data and/or updating XLE.STUDENTS	<u>Y</u> <u>N</u>	
9	and accesing XLE.TSCORE.CODE files.		
10	5. Prior to running XLEULT process, follow-up with System Office		Ē
11	CIS HELPDESK to verify that there is no pending email or patch		Ē
12	for expiring NRS tests or updating any NRS test score.		Ē
13	6. Once XLEULT is done, DO NOT RUN this process again until		Ē
14	June 15th of the following year.		Ē
	Begin Report Date 07/01/2015	End Report Date 06/30/2016	
	Begin Program Year 2015	End Program Year 2016	
	Create NRS Tests Approved Yes	For Reporting Program Year 2015-2016	
10 11 12 13 14	5. Prior to running XLEULT process, follow-up with System Office CIS HELPDESK to verify that there is no pending email or patch for expiring NRS tests or updating any NRS test score. 6. Once XLEULT is done, DO NOT RUN this process again until June 15th of the following year. Begin Report Date 07/01/2015 Begin Program Year 2015 Create NRS Tests Approved Yes	End Report Date06/30/2016 End Program Year2016 For Reporting Program Year2015-2016	

Figure 15.4 – Prompt displayed when XLEULT is run for the first time (on or after June 15)

3. Click Save All.

Figure 15.5 provides an example of the first page of the **NRS Test Forms Approved** report for the 2015-2016 reporting program year.

Date:04/20/2015 Time:02:35:57FM	NRS Test Forms Appr Test System Offic For Reporting Year: 20 As of 04/20/201	oveđ ce 15-201 5	6					Page :
Test Description	Test Component	Subj	Form Level	Lv1 I	Macr	Lv1 Mscr	Prog	Expire Dt
BEST Literacy - Reading & Writing	BESTLITR_2016	READ	B C D		0.0 0.0 0.0	78.0 78.0 78.0	ESL	
BEST Plus - Speaking/Oral Interview	BESTPLUS_2016	LIST	A B C CAV		88.0 88.0 88.0 88.0	999.0 999.0 999.0 999.0	ESL	06/30/2010 06/30/2010 06/30/2010 06/30/2010
CASAS Life Skills - Math	CASAEMATH_2016	MATH	31A 32A 33B 34B 35C 36C 37D 38D	1' 1' 1' 2' 2' 2'	72.0 72.0 88.0 01.0 01.0 12.0	212.0 212.0 232.0 253.0 253.0 268.0 268.0	ABE/ASE	
CASAS Life and Work - Reading	CASASREAD_2016	READ	27BBGLIT 28BBGLIT 81A 82A 82AX 83B 84B 85C 86C 185C 186C 186C 187D 188D 310AA 311AA	1: 1: 1: 1: 1: 1: 1: 1: 1: 1: 1: 2: 2: 2: 2: 2: 2: 2: 1: 1: 1: 1: 1: 1: 1: 1: 1: 1: 1: 1: 1:	53.0 53.0 70.0 82.0 86.0 86.0 97.0 97.0 97.0 13.0 13.0 63.0 63.0	202.0 202.0 210.0 227.0 234.0 252.0 252.0 252.0 252.0 252.0 252.0 265.0 265.0 206.0	ABE/ASE	
CASAS Reading for Citizenship	CASESLCITRD_2016	READ	951A 952A 951AX 952AX	11 11 10	75.0 75.0 86.0 86.0	213.0 213.0 226.0 226.0	ESL	
CASAS Life and Work - Listening	CASESLLWLST_2016	LIST	981A 982A 983B 984B 985C 986C	10 10 12 22 23	69.0 69.0 90.0 90.0 10.0 10.0	208.0 208.0 218.0 218.0 240.0 240.0	ESL	06/30/2010 06/30/2010 06/30/2010 06/30/2010 06/30/2010 06/30/2010

Figure 15.5 – Example – NRS Test Forms Approved 2015-2016 Report (Page 1)

Figure 15.6 provides an example of the first page of the **NRS Tests Approved** report for the 2015-2016 reporting program year.

You may ignore the following:

- The Max Scr of 9999 is a system reserved score number.
- The EFL # column is a system reserved column.
- The **TBrk#** column is a system reserved column.

Date:04/20/2015 Time:02:38:43PM	NRS Tests Approved Test System Office For Reporting Year: 2015-2 As of 04/20/2015	016					Page :	1
Test Description	Test Component	Subj	Min Scr	Max Scr	EFL Code	EFL #	TBrk#	
BEST Literacy - Reading & Writing	BESTLITR_2016	READ	0.0 21.0 53.0 64.0 68.0 76.0	20.0 52.0 63.0 67.0 75.0 78.0	ESLBL ESLLB ESLHB ESLLI ESLHI ESLA	3 6 9 12 15 18	2 2 2 2 2 2 2 2	
BEST Plus - Speaking/Oral Interview	BESTPLUS_2016	LIST	0.0 401.0 418.0 439.0 473.0 507.0 541.0	400.0 417.0 438.0 472.0 506.0 540.0 9999.0	ESLBL ESLLB ESLHB ESLLI ESLHI ESLA EXITESL	3 6 9 12 15 18 21	4 4 4 4 4 4 4 4	
CASAS Life Skills - Math	CASASMATH_2016	MATH	0.0 201.0 211.0 221.0 236.0 246.0	200.0 210.0 220.0 235.0 245.0 9999.0	ABEBL ABEBB ABELI ABEHI ASEL ASEH	24 27 30 33 36 39	12 12 12 12 12 12 12	
CASAS Life and Work - Reading	CASASREAD_2016	READ	0.0 201.0 211.0 221.0 236.0 246.0	200.0 210.0 220.0 235.0 245.0 9999.0	ABEBL ABEBB ABELI ABEHI ASEL ASEH	24 27 30 33 36 39	10 10 10 10 10	
CASAS Reading for Citizenship	CASESLCITED_2016	READ	0.0 181.0 191.0 201.0 211.0 221.0 236.0 246.0	180.0 190.0 200.0 210.0 220.0 235.0 245.0 9999.0	ESLBL ESLLB ESLHB ESLLI ESLHI ESLA ASEL ASEL	3 9 12 15 18 36 39	2 2 2 2 2 2 2 2 2 2 2	
CASAS Life and Work - Listening	CASESLLWLST_2016	LIST	0.0 181.0 190.0 200.0 210.0 219.0 228.0	180.0 189.0 199.0 209.0 218.0 227.0 9999.0	ESLBL ESLLB ESLHB ESLLI ESLHI ESLA EXITESL	3 9 12 15 18 21	4 4 4 4 4 4	

Figure 15.6 – Example – NRS Tests Approved 2015-2016 Report (Page 1)

Figure 15.7 provides an example of the first page of the **NRS Test Forms Approved** report for the 2014-2015 reporting program year.

When you compare each test printed from this report to each test printed from the NRS Test Forms Approved 2015-2016 reporting program year, the reports appear to be the same except the 2015-2016 report contains the **Expire Dt** column.

Date:04/20/2015 NRS Test Forms Approved (Prior Rpt Program Year) Test System Office For Prior Reporting Year: 2014-2015 As of 04/20/2015							
Test Description	Test Component	Subj	Form Level	Lv1 Mscr	Lvl Mscr Prog	Expire Dt	
BEST Literacy - Reading & Writing	BESTLITR_2015	READ	B C D	0.0 0.0 0.0	78.0 ESL 78.0 78.0		
BEST Plus - Speaking/Oral Interview	BESTPLUS_2015	LIST	A B C CAV	88.0 88.0 88.0 88.0	999.0 ESL 999.0 999.0 999.0		
CASAS Life Skills - Math .	CASASMATH_2015	MATH	31A 32A 33B 34B 35C 36C 37D 38D	172.0 172.0 188.0 201.0 201.0 212.0 212.0	212.0 ABE/ASE 212.0 232.0 253.0 253.0 268.0 268.0		
CASAS Life and Work - Reading	CASASREAD_2015	READ	27BBGLIT 28BBGLIT 28BBGLIT 81A 81AX 82A 83B 84B 85C 86C 185C 185C 185C 186C 187D 188D 310AA 311AA	153.0 153.0 170.0 182.0 186.0 200.0 200.0 197.0 213.0 213.0 163.0	202.0 ABE/ASE 202.0 210.0 227.0 234.0 252.0 252.0 252.0 252.0 255.0 265.0 265.0 265.0 206.0		
CASAS Reading for Citizenship	CASESLCITED_2015	READ	951A 952A 951AX 952AX	175.0 175.0 186.0 186.0	213.0 ESL 213.0 226.0 226.0		
CASAS Life and Work - Listening	CASESLLWLST_2015	LIST	981A 982A 983B 984B 985C 986C	169.0 169.0 190.0 190.0 210.0 210.0	208.0 ESL 208.0 218.0 218.0 240.0 240.0		

Figure 15.7 – Example – NRS Test Forms Approved 2014-2015 Report (Page 1)

Figure 15.8 provides an example of the first page of the **NRS Tests Approved** report for 2014-2015 reporting program year.

You may ignore the following:

- The Max Scr of 9999 is a system reserved score number.
- The EFL # column is a system reserved column.
- The **TBrk#** column is a system reserved column.

Date:04/20/2015 Time:02:40:20PM	NRS Tests Approved (Prior Rpt Pro Test System Office For Prior Reporting Year: 201 As of 04/20/2015	gram ¥ 4-2015	(ear)				Pa	ge:	1
Test Description	Test Component	Subj	Min Scr	Max Scr	EFL Code	EFL #	TBrk#		
DECT Literary Dending (Writing	DECENT TED DOLLE	DEAD	0.0	20.0	POIDI				
BEST Diceracy - Reading & Writing	BESILIIR_2015	READ	21.0	52.0	ESTRE ACT'T'D	6	2		
			53.0	63.0	ESLHB	, a	2		
			64.0	67.0	ESLLT	12	2		
			68.0	75.0	ESLHI	15	2		
			76.0	78.0	ESLA	18	2		
BEST Plus - Speaking/Oral Interview	BESTPLUS_2015	LIST	0.0	400.0	ESLBL	з	4		
	_		401.0	417.0	ESLLB	6	4		
			418.0	438.0	ESLHB	9	4		
			439.0	472.0	ESLLI	12	4		
			473.0	506.0	ESTHI	15	4		
			507.0	540.0	ESLA	18	4		
			541.0	9999.0	EXITESL	21	4		
CASAS Life Skills - Math	CASASMATH 2015	MATH	0.0	200.0	ABEBL	24	12		
	-		201.0	210.0	ABEBB	27	12		
			211.0	220.0	ABELI	30	12		
			221.0	235.0	ABEHI	33	12		
			236.0	245.0	ASEL	36	12		
			246.0	9999.0	ASEH	39	12		
CASAS Life and Work - Reading	CASASREAD 2015	READ	0.0	200.0	ABEBL	24	10		
ar	-		201.0	210.0	ABEBB	27	10		
			211.0	220.0	ABELI	30	10		
			221.0	235.0	ABEHI	33	10		
			236.0	245.0	ASEL	36	10		
			246.0	9999.0	ASEH	39	10		
CASAS Reading for Citizenship	CASESLCITRD_2015	READ	0.0	180.0	ESLBL	3	2		
			181.0	190.0	ESLLB	6	2		
			191.0	200.0	ESLHB	.9	2		
			201.0	210.0	ESLLI	12	2		
			211.0	220.0	ESLH1	15	2		
			221.0	235.0	ACIT.	18	2		
			246.0	9999.0	ASEH	39	2		
CASAS Life and Work - Listening	CASESILWIST 2015	LICT	0.0	190.0	PSI.DI.	2			
CHORD DITE and WOLK - Discenting	CMARADDWDA1_2015	1131	181.0	189.0	ESLLB	6	2		
			190.0	199.0	RSLUB	ő	4		
			200.0	209.0	ESLLI	12	4		
			210.0	218.0	ESLHI	15	4		
			219.0	227.0	ESLA	18	4		
			228.0	9999.0	EXITESL	21	4		

Figure 15.8 – Example – NRS Tests Approved 2014-2015 Report (Page 1)

16 Literacy Personnel (XLPE)

Use the Literacy Personnel (XLPE) form to enter or view information about Literacy Personnel Status, Category, Program Area, Job Type, percentage of time allocated to the program area, teacher certification, and years of experience in Adult Education. The XLPE form also includes the option to include or exclude each Program Area that you do not want to submit for the LEIS annual file. This form is accessible from the UI menu.

- 1. Enter **XLPE** in the **Search** box and press **Enter**.
- 2. **Person LookUp**: Enter the teacher, personnel ID, or name, i.e., last name.
- 3. Click **OK**.

Person LookUp				
81627				
<u>ō</u> ĸ	Cancel	<u>Finish</u>	Help	

Figure 16.1 – Person LookUp

	Something Test	0081627	▼ <	1 of 1 > 🕜 🚱 🔞 2 😣
	120 West Jones Street	Phone: 919-807-1234	Birth Date: 01/01/1960	Where Used: PER
Colleague		Phone: 919-807-5555	Birth Name:	Entry Date: 07/13/12
Concugue	Raleigh NC 27600, UNITED ST	Email: test@yahoo.com	ReunionClass:	Social: 555-33-3111
File Options Help Auto-Close	e Context 🔻 🗸 Save)	✓ Save All X Cancel	Cancel All	+ 8 2 7
YL DE - Literacy Personnel				
Categ	ory		-	
Sta	itus			
				Job for
Program Area	01	ор Туре		Pct Reporting Yr
1			•	
2	•		•	
			• • •	
	.) () [
4			•	
5	•		•	
			Total Pct	0
Cert ID Certfication Descr	iption		Cert Grp Expire Date	2
				# Year in
				Aduit Ed
2				
3				



When accessing **XLPE**:

- The initial **Person LookUp** is completed.
- Entering an existing record allows you to view or edit an existing **Teacher** or **Personnel** record.
- Entering the @ sign recalls the last person record.
- When you enter a new **Person** record, the system displays the **NAE** form and allows you to add a new person to the **PERSON** file. When you click **Save**, the system returns you to the **XLPE** form and populates the person **ID** to **the XLE.PERSONNEL.ID** field.
- When the form displays, the system re-calculates the **Total Pct (VAR1)** field to display the total percentage only for the program area that does not include **N** in the **Job for Reporting Yr** field. **Teacher/Personnel Status** and **Program Area** data are displayed.
- Certification data is displayed.

Use the following field descriptions to complete or view the **XLPE** form:

- **Category**: Required field. Select the **Teacher** or **Personnel** job category available from the dropdown, i.e., **Volunteer**, **Full Time**, or **Part Time**. Use a valid value from the **XLE.PERSONNEL.CATEGORY.CODES VAL Code** table.
- Status: Required field. Select the status from the dropdown, i.e., Active or Inactive. Use a valid value from XLE.PERSONNEL.STATUS.CODES. When the Status is I for inactive, the record will be excluded from the select statement criteria of the XLAR process.
- Note: For a list of active Literacy Personnel records for viewing/updating Literacy Personnel data, your IT personnel staff can run the following query from the UniData colon prompt:

: LIST XLE.PERSONNEL WITH XLE.STATUS = 'A' BY XLE.LAST.NAME XLE.LAST.NAME XLE.FIRST.NAME

- **Program Area**: Enter or select from the **XLE.LEIS.PROGRAM.CODES** dropdown the **Program Area** in which a percentage of work time is spent:
 - Adult Basic Education (ABE)
 - Adult Secondary Education (ASE)
 - English as a Second Language (ESL)
 - **Other (OTHER)**: Use **Other** only in cases in which work cannot be attributed at all to the previous categories.

If you do not select a **Program Area** and click **Save**, the system displays the standard Ellucian error message: **The window PGM CODE needs 1 or more entries.**

- Note: When saving the record, make sure you have entered at least one **Program Area** associated with a specific **Job Type** and the percent for that **Job**. If required data is not completed and you attempt to save, an error message displays. Note the **Total Pct** field is the sum of all **Program Areas** that do not include **N** in the **Job for Reporting Yr** field. The **Total Pct** must equal 100 percent. If **Total Pct** is not equal to 100 percent, the an error message displays when you attempt to save, and you will need to re-enter/adjust the **Pct** for each **Job Type** accordingly.
 - Job Type: Enter or select a Job Type for the associated program area and the percentage of the job that is spent on that program area and job type. Select the available type from the XLE.PERSONNEL.TYPE.CODES dropdown.
 - When the Teacher job category is Full Time or Part Time and the Job Type is TEA, then Certification and Year Experience data must be completed.
 - When Teacher Certification and Year Experience are already stored in the XLE.PERSONNEL, at least one Program Area associated with a Job Type of TEA must be present.

- **Pct**: Enter the percentage allocated for each **Program Area**. The percentage cannot be less than 20 or greater than 100. Do not enter the percent with a decimal in this field.
- Job for Reporting Yr: This field indicates if this is a job responsibility as of July 1.

Enter N to exclude a specific Program Area and Job Type from the LEIS annual file.

If this field is blank or **Y**, the **Program Area** associated with this **Job Type** will be included on the annual file. Note the **Total Pct** field is the sum of all **Program Areas** that do not include **N**. The **Total Pct** must equal 100 percent. If it is not equal to 100 percent, an error message displays when you attempt to save the record, and you must re-enter or adjust the **Pct** for **Job Type** accordingly.

If the **Job Type** is **Teacher**, complete the certification and years of experience information.

- **Total Pct**: Inquiry field. This field displays the total percentage for **Program Areas** that do not include **N** in the **Job Reporting Yr** field.
- **Cert ID**: Enter the current **Certification** held by the teacher. No duplicate entry is allowed. An entry in this field is required for all teachers.

Enter the ellipsis (...) to view the **Certification** search results.

• To further limit a **Certification** search, enter a semicolon followed by one of the following abbreviations: **GRP**, **GRP AEC**, or **grp aec**, e.g., enter ; **GRP AEC** or enter ; **grp aec**.

Note: Separate the semicolon command from the search value with a space.

When **Category** is **V** and **Job Type** is **TEA**, you can save the record without entering the certification data.

The credential currently held (not a lapsed certification) by the teacher or equivalent education is defined in the categories shown in Figure 16.3. For specific directions and definitions of certifications, refer to the **Instructor Certification Definitions** form.

Core B	asic Skills Instructors' Certificate (three options)
•	completed 42 hours of specified NC core training and earned a core instructor's certificate or
•	earned undergraduate degree in adult education or postsecondary education or
•	completed levels 1 & 2 of Credentialing Project
Advan	ced BS Instructors' Certificate (two options)
•	earned an advanced degree in adult education or closely related field (masters or higher) or
•	• completed levels 3 & 4 of the Credentialing Project
Specia	lty Basic Skills Instructor's Certificate – Management
•	completed Leadership Excellence Academy (LEA)
Specia	lty Basic Skills Instructor's Certificate – Reading
•	 completed STAR training conducted by ASU
K-12 C	ertification
•	a credential awarded by an educational institution for undergraduate or graduate studies that focus on teaching children
Specia	l Education Certification
•	 a credential awarded by an educational institution for undergraduate or graduate studies that focus on teaching children or adults with disabilities or special needs
Teache	ers of English as a Second Language (TESL)
•	 A state, national, or internationally recognized certification or degree in English as a Second Language

Figure 16.3 – Credential Categories

- **Certification Description**: Inquiry field. This field displays the certification description.
- **Cert Group**: Inquiry field. This field displays the certification reporting group.
- **Expire Date**: Enter the certification expiration date, if applicable. This field is sorted by descending date. Any **Certification** that does not include an **Expire Date** will display at the top.
- Note: When you access the XLPE form and make no change on the form, or you make changes to other data that does not include Expire Date data, then click Save, the system displays a warning message for any Certification ID with an Expire Date less than the current system date. Note that a warning message does not prevent you from saving the record.

When you access the form and make a change to the Expire Date, and then press Enter, the system displays a warning message to indicate the Expire Date is less than the current system date for the Certification Expire Date line that you changed. Note that a warning message does not prevent you from saving the record.

Year in Adult Ed: Enter the number of years of experience in adult education (required for all paid teachers). This field contains the total years of all teaching experience in an adult education setting, including paid and volunteer work. Less than one year of teaching is zero. This entry should be based on the beginning of the program year (July 1). Do not enter decimals.

When **Category** is **V** and **Job Type** is **TEA**, you can save the record without entering the number of years of experience. This field displays with two decimal places, i.e., 2.00. The system uses this format to prevent rounding. The actual data is saved with two decimal places implied, i.e., 200, but no actual decimal displays in the data. In the annual file, the actual years of experience will be used. In addition to the actual years of experience, the system-generated experience ID key will be provided to allow the Data Warehouse to translate this key into the description.

At form exit, the **XLPE** process performs the following validations before updating fields and files:

- When you click **Save**:
 - An error message displays when **Program Area** includes a blank program percent.
 - An error message displays when Program Area includes a blank job type.
 - An error message displays when the sum of percentages (**Total Pct**) of all included **Program Area**(s) does not equal 100 percent.
 - An error message displays when Job Type is TEA and Category is not V, and teacher Certification ID and Year Experience are not present.
 - An error message displays when the teacher Certification ID and Year
 Experience are on file, i.e., have been stored in the database, and when the previous job category is either full time/part time, and when the previous Job
 Type is TEA changed, i.e., delete TEA job type after the data is loaded on the form.
 - An error message displays when the teacher Certification ID and Year
 Experience are present on the form, i.e., enter the data on the form and data has not been saved to the database and Job Type is not TEA, i.e., when saving out of the form.
 - Data will be written to the **XLE.PERSONNEL** file when no errors are returned.
- Note: The system does not allow you to delete the existing certification and year experience information that was associated with a **Job Type** of **TEA**.
 - If you want to exclude the **Job Type** of **TEA**, mark the line with **N** in the **Job for Reporting Yr** field. The certification and year experience data will not be reported.
 - When the **Category** is **F** or **P** and **Job Type** is **TEA**, certification and year experience data are required. The system displays an error message if you attempt to save and this information is not entered.
 - When the **Category** is **F** or **P** and the **Job Type** is not **TEA**, and you enter certification and year experience data, the system displays an error message when you attempt to save.

- When the **Category** is **V** and the **Job Type** is **TEA**, and you do not enter certification or year experience, the system does not display an error message when you attempt to save.
- When the **Category** is **V**, and certification and year experience data are entered, but you have not entered a **Job Type** of **TEA**, i.e., **REC**, the system displays an error message when you attempt to save.
- When certification and year experience are on file, deleting the **Job Type** of **TEA** upon saving will cause the system to display an error message (all categories applied).
- When certification and year experience are on file, and the **Category** is changed from **F** to **V**, and the **Job Type** of **TEA** is left as is, the system allows you to remove the teacher certification and experience data when you attempt to save.
- When an existing record displays and you do not make changes on the form, or you only make a change to data that is not **Certification** data, the system displays a warning message when you attempt to save for any **Certification ID** that includes an **Expire Date** earlier than the current system date.
Below are examples of screen captures that include error, warning, or prompt messages that display when invalid data is entered.

When saving out of the **XLPE** form, the system displays an error message when the percentage for **Program Area** included in **Job for Reporting Yr** is not equal to 100.

	Personnel Data Test	0081692	× < [1 of 1 > 🗘 🕄 🕲 🖉
		Phone:	Birth Date:	Where Used: PER
Colleague		Phone:	Birth Name:	Entry Date: 08/06/12
		Email:	ReunionClass:	Social:
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XLPE - Literacy Personnel				
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1 ABE Adult Basic Education		REC Recruiters		20
2	· · · · · · · · · · · · · · · · · · ·		· · · · · · · · · · · · · · · · · · ·	
3				
4			· · · · ·	
5	Sum of percenta	ges of the included Program Area(s)		
	do no	t add up to 100 percent.	Total Pct	20
			Total rec	20
		<u>O</u> K		
Cert ID Certfication Des	cription		Cert Grp Expire Dat	ie .
1				# Year in Adult Ed
3				

Figure 16.4 – Error Message: Program Area 100 Percent

You can save data when the **Job Type** is not **TEA** <u>and</u> the **Certification Data** and **Experience** are blank <u>and</u> the **Pct** (percent field) total is **100**. The system update prompt displays.

	Personnel Data Test	0081692	 ▼ 	1 of 1	-> 0 6 6 0 0
		Phone:	Birth Date:	W	here Used: PER
Colleague		Phone:	Birth Name:	Er	ntry Date: 08/06/12
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XLPE - Literacy Personnel					
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Program Area		Job Type		PCL	Reporting Tr
1 ABE Adult Basic Education	*	REC Recruiters	¥	100	
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3			· · · · · · · · · · · · · · · · · · ·		
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Cost ID Costfication Deca	intion		Cart Cra Evoira Da	-+	
Cert ID Certification Desci	npuon		Cert Grp Expire Da	ile	# Year in
					Adult Ed
2					
3					

Figure 16.5 – Successful Update

In Figure 16.6, **Category** is **F** and **Status** is **A**. Two **Program Area**s (**ABE**) and two **Job Type**s (**REC** and **TEA**) are shown. Note that the data shows **50%** for each **Job Type**, **Include** on the LEIS annual file is selected, and three **Certification IDs** are included. For zero year: If less than 1 year is correct, enter zero. The system uses two decimal places with no rounding and stores the entry as an integer number. Enter all required data. The system allows you to save the record.

			Somethi	ng Test	0081627			1 of 1	> 0 0
	IIIDAT	ATEL	120 West	Jones Street	Phone: 919-807-1234	Birth Date:	01/01/1960	١	Nhere Used: PER
	Coll	eague	Delaish A		Phone: 919-807-5555	Birth Name	:	E	intry Date: 07/13/12
			Raleign	IC 27600, UNITED ST	Email: test@yahoo.com	ReunionCla	ISS:	5	JOCIAI: 555-33-3111
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XLPE	- Literacy P	ersonnel							
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			Status A Acti	/e		· ·			
	_							. .	Job for
	Program	Area			Job Type			Pet	Reporting Yr
1	ABE Adu	t Basic Educatio	on		REC Recruiters			50	Yes
2	ABE Adul	t Basic Educatio	on	~	TEA Teachers		· · · ·	50	
3				· · · ·			· · · ·		
4			1						
5								5	
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	Cert ID	Certfication	Description			Cert Grp	Expire Date		
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3	1	Core BS Ins	str Cert			AEC	09/15/2003		

Figure 16.6 – Enter Required Data

	Personnel Data Test	0081692	- <	1 4 44 1> 00000
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XLPE - Literacy Personnel				
Catec	ery F Fultime itus A Active			
Program Area		Job Type REC Recruiters		Job for Pot Reporting Yr
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3			- ·	
4				
5	ente	or Certification ID is not allowed.		
		(OK)	Total Po	ot 100
Cert ID Certification Descr	iption		Cert Grp Expire	Date
1 4 Specielty BSIG - Ar	sessment		AEG 10/25/2	1024 Wear in Adult Ed
2				15.00
3				

Enter Program Area, select Job Type is not equal TEA, enter 100 percent on screen Enter Certification ID on screen.

Enter Teacher Year Experience on screen.

When save out of the form, system displays error message for the Certification ID field (1stmessage) System returns to the Program Area field

		(Personnel Da	ita Test	0081692		- <	1 of	1 > 0 0
IDAT/	ATEL	[Phone:	Birth Date:			Where Used: PER
Colle	eaque				Phone:	Birth Name:			Entry Date: 08/06/1
		(Email:	ReunionClas	is:		Social:
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iteracy Pe	ersonnel	1							
		Catego	F Fulltime			-			
		Stat	A ACTIVE						
Program A	Area				Јор Туре			Pct	Reporting Yr
ABE Adult	Basic Educati	ion	(•) •)	REC Recruiters			100	
	Basic Educati	ion		enter #	REC Retruiters		* * * *		
ABE Adult	Basic Educati	ion		- - enter #	Job Type is not equal TEA Year in Adult Ed is not allowed.		v v v Total Pct	100	
Cert ID	Certficatio	n Descri	ption	enter #	Idob Type Is not equal TEA Year in Adult Ed Is not allowed.	Cert Grp	v v Total Pct	100	
Cert ID	Certficatio	n Descri ISIC - As	ption sessment	enter #	Job Type is not equal TEA Year in Adult Ed is not allowed.	Cert Grp	Total Pct Expire D 10/25/20	100	≠ Year in Adult Ed
Cert ID	Certficatio	n Descri 3SIC - As	ption	enter #	Job Type is not equal TEA Year in Adult Ed is not allowed.	Cert Grp	Total Pct Expire D 10/25/20	100	≠ Year in Adult Ed

Enter Program Area, select Job Type is not equal TEA, enter 100 percent on screen

Enter Certification ID on screen.

Enter Teacher Year Experience on screen.

When save out of the form, system displays error message for the #Year in Adult Ed field (2nd message) System returns to the Program Area field

Figure 16.7 – Enter Required Data

		Romething Test	0081627		4	
DATAT	EL	12D West Jones Street	Pharmer 010-807-1234	Birth Date:	D1/D1/1060	Whene Wards PER
Colleag	lue		Phone: 919-607-5555	Birth Name	a	Entry Date: 07/16/1
		C Pollegh NC 27600, UNITED ST.	. Email: less@yahas.com	ReuninnCla	5.5.1	Gental: 666.33.3111
Options Help		e context x] (/ Save)	C -// Save All C × Cancel) C XX Can	eel All) (=	
1 - Literacy Persor	hoot					
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						Juste fur
Program Area			Jule Type		Pa	k Reporting Vr.
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2		-			-	
7 11				_	- 1	1
4		Sum of percentage	as of the included Program Area(s)		-	
5 1		do not	add up to 100 percent.		* L	
			U		Total Pet 50	
			Sec. 1			
Cert ID Cer	trication Descr	ription		Cert Grp	Expire Date	# Year in
10 10	current Certifica	ation		NOOO	Jun	Adult Ed
7 =	estably BBIC - In	str Technology		ABC	10/12/2027	0.00
				Long 11	20/18/2020 UU	
1 Cm	en B.E. instr Cart			44.07.5	ATMAIN TO A MARKED	

Certification ID already saved on file. Teacher Year Experience already saved on file. Delete Job Type = TEA and keep other Job type Other Job Type Pct = 50 When some surf of the form surface displaye error measure for Sum of personnegations

When save out of the form, system displays error message for Sum of percentages (1 ^{et} message)

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<u> </u>	Coll	league		Phone: 919-807-5555	Birth Norne	e 1		Entry Date: 07/13/12
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1 2	Program	Area it Basic Education		Job Type REG Remuters			Pct 50	Reporting Yr
1 2	Program	Area Il Basic Education	-	Job Type REC Resouters			Pct 50	Reporting Vr
1 2 3 4	Program	Area It Basic Education	Teacher Certificatio	Job Type REC Resruïters ID is on file but Job Type is not exp erecheck Program Area data.	uai TEA.	* * *	Pct 50	Reporting Vr
1 2 3 4 5	Program	Area it Basis Education	Teacher Gertification	Job Type REC Resruiters III III is on file but Job Type is not equi se recheck Program Area data.	uai TEA.		Pct 50	Reporting Yr
1 2 3 4 5	Program	Area It Basic Education	- Teacher Certificatio Piear	Job Type ATC Remuters on ID is on file but Job Type is not equ recheck Program Area data.	ual TEA.	Total Pct	Pct 80	Ves
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1 2 3 4 5	Program	Area d Basic Educetion Certification Desc No current Certific		Job Type NEC Resruters on ID is on file but Job Type is not ex- se recheck Program Area data.	cert Grp	Total Pct	Pct 50 50 50 50	# Year in Adult Ed
1 3 4 5	Cert ID	Area It Basis Education Certification Desc No current Certific Strenderly BEIC- 4	- Teacher Certificatio Piear riptian ation nair Teabraiagy	Job Type ARC Resruiters on ID is on file but Job Type is not equate recheck Program Area data.	Cert Grp	Total Pct	Pct 50	# Year in Adult Ed

Certification ID already saved on file.

Teacher Year Experience already saved on file.

Delete Job Type = TEA and keep other Job type

Other Job Type Pct = 50

When save out of the form, system displays error message for Certification ID (2nd message)

		Something Test	0081627			4 4 4 1	> 0 0
A MDA7	TATEL	120 West Jones Street	Phane: 010.007.1234	Birth Date:	01/01/10/00	WATER IN THE	Same PER
Col	league		Phone; 010-007-0000	Birth Name		Entry	Date: 07/13/
		C Haleigh No 27666, UNITED 51	Erwants teensbrehoutsom	PlacinioniCh		a octati	000-33-311
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A			nce is on the but Job Type is not e	CHARTER A			
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4 A		Teacher Year of Expense Please	recheck Program Area data.	and the second	× 1		
A		Teacher Year of Expense Please	OR I	ALL THEY.	TOTAL PCL	60	
4 n		Teacher Year of Expense Please	Recheck Program Area data.		Total Pct	60	
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Cart ID	Certification Desc	Teacher Year of Expense Please	Inscheck Program Area data.	Cert Gry	Total Pct		* Year in Adult Ed
4	Certification Desc No current Certifics	Teacher Year of Expense Presse Home Won av Taxtoningy	REAL	Cert Gre	Total Pct		# Year in Adult Ed
- Cert ID 10 7	Certification Desc No current Certific Space any BSG In Dore 65 Inst. Cert	rietian elon ar Testneingy	icheck Program Area data.	Cert Grav	Total Pot		# Year in adult Ed 0.00

Teacher Year Experience already saved on file.

Delete Job Type = TEA and keep other Job type

Other Job Type Pct = 50

When save out of the form, system displays error message for Teacher Year of Experience (3rd message)

Figure 16.8 – Enter Required Data

-			Something Test	0081627		1.1	t of	00
	MDAT	ATEL	120 West Jones Street	Phone: 919-807-1234	Birth Date:	01/01/1960		Where Used: PER
-	Coll	eague	Raleigh NC 27600, UNITED ST.	Email: Init@yuhoc.com	ReunionCla	1991		Social: 555-33-3111
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LPE -	Literacy P	ersonnel			10 C			
		c	ategory P Fultime		-			
			Status A Active		-			
7	Program	Area 1 Basic Education		Job Type REC Recruiters			Pet	Reporting Yr
1	ABE AQU	t Basic Education	-	REC Recruiters			100	Yes
- 2								
-3	_		Teacher Certification	ID is on file but Job Type is not	equal TEA.	•		
- 4			Please	recheck Program Area data.		-		
- 2	-			OK				
				S2		Total Pct	100	
		- 13						
		Certification D	escription		Cert Grp	Expire D	ate	# Year in
	Cert ID	1000			NOCC			Adult Ed
1	Cert ID 18	No current Cer	Sfication			-	1.00	Paralle Sa
1	Cert ID 18 7	No current Cer Specieity BSIC	sfication		AEC	10/12/20	27 1	0.00

Certification ID already saved on file. Teacher Year Experience already saved on file. Delete Job Type = TEA and keep other Job type Re-enter other Job Type Pct with 100 When save out of the form system displays error n

When save out of the form, system displays error message for the Teacher Certification ID field (1st message)

-	2		Something Test	0081627		+ 51	1 of	00
1	IDAT	ATEL	120 West Jones Street	Phone: 919-807-1234	Birth Date:	01/01/1960		Where Used: PER
6	Coll	league	D.1.1.1.1.1.1.0.03000 (00/07/0 07	Phone: 919-507-5555	Birth Name	1		Entry Date: 07/13/12
		and the second	Readin NC 27800, UNITED ST	Email: test@yahoo.com	ReunionCla	55	_	Social: 555-33-3111
	Options H	telp (autors	hen Contest =) (/ Save) (🛷 Save All 🕽 🤇 🔺 Cano	el) (Alt Car	icel All) (-	-	+++++
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1	ASE ADU	It Basic Education		REG Recruiters		-	100	Yes
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3			1			1		
4			Teacher Year of Experi	ence is on file but Job Type is	not equal TEA	-		
			Please	recheck Program Area data.				
	-			7100000000000000000		Total Oct	100	
				(<u>OK</u>)		Total Pct	(ino.)	
						-		
	Cert ID	Certfication De	scription		Cert Grp	Expire D	ate	
1	16	No current Cert	ification		NOCC		EW.	≠ Year in Adult Ed
2	7	Specialty BSIC	- Instr Technology		AEC	10/12/20	27	0.00
з	61	Core BS Instr C	ert		AEC	09/15/20	03	

Certification ID already saved on file. Teacher Year Experience already saved on file. Delete Job Type = TEA and keep other Job type Re-enter other Job Type Pct with 100

When save out of the form, system displays error message for the #Year in Adult Ed field (2nd message)

Figure 16.9 – Enter Required Data

	Personnel Data Test	0081692		- < 1 of	00000
Colleague		Phone: Phone: Email:	Birth Date: Birth Name: ReunionClass		Where Used: PER Entry Date: 00/00/12 Social:
File Options Help Auto-Close	Context + V Save) (🛷 Save All) (🗶 Cancel) (XX Cance		
XLPE - Literacy Personnel					
Categ	ery F Fultime tus A Active				
Program Area		Job Type REC Recruiters		Pet	Job for Reporting Yr
2	-				
3				-	
4				-	
5	ente	or Certification ID is not allowed.			
		(OK)		Total Pct 100	
Cert ID Certification Descr	iption		Cert Grp	Expire Date	
1 4 Specialty BSIG - As	sessment		AEC	10/25/2024	# Year in Adult Ed
2				(116)	15.00
3					

Enter Program Area, select Job Type is not equal TEA, enter 100 percent on screen Enter Certification ID on screen.

Enter Teacher Year Experience on screen.

When save out of the form, system displays error message for the Certification ID field (1stmessage) System returns to the Program Area field

		(Personnel Da	ita Test	0081692		- <	1 of	1 > 0 0
IDAT/	ATEL	[Phone:	Birth Date:			Where Used: PER
Colle	eaque				Phone:	Birth Name:			Entry Date: 08/06/1
		(Email:	ReunionClas	is:		Social:
tions He	elp 🗔	to-Close	Context =	✓ Save) (🗸 Save All) (🗡 Canc	el) (XX Can	cel All) (-	
iteracy Pe	ersonnel	1							
		Catego	F Fulltime			-			
		Stat	A ACTIVE						
Program A	Area				Јор Туре			Pct	Reporting Yr
ABE Adult	Basic Educati	ion	(•) •)	REC Recruiters			100	
	Basic Educati	ion		enter #	REC Retruiters		* * * *		
ABE Adult	Basic Educati	ion		- - enter #	Job Type is not equal TEA Year in Adult Ed is not allowed.		v v v Total Pct	100	
Cert ID	Certficatio	n Descri	ption	enter #	Idob Type Is not equal TEA Year in Adult Ed Is not allowed.	Cert Grp	v v Total Pct	100	
Cert ID	Certficatio	n Descri ISIC - As	ption sessment	enter #	Job Type is not equal TEA Year in Adult Ed is not allowed.	Cert Grp	Total Pct Expire D 10/25/20	100	≠ Year in Adult Ed
Cert ID	Certficatio	n Descri 3SIC - As	ption	enter #	Job Type is not equal TEA Year in Adult Ed is not allowed.	Cert Grp	Total Pct Expire D 10/25/20	100	≠ Year in Adult Ed

Enter Program Area, select Job Type is not equal TEA, enter 100 percent on screen

Enter Certification ID on screen.

Enter Teacher Year Experience on screen.

When save out of the form, system displays error message for the #Year in Adult Ed field (2nd message) System returns to the Program Area field

Figure 16.10 – Enter Required Data

-			Personnel Data Test	0081692	× <1	1 of	00000
	DAIIDA1	ATEL		Phone:	Birth Date:		Where Used: PER
	Coll	league		Phone:	Birth Name:		Entry Date: 08/06/12
-				Email:	ReunionClass:		Social:
File	Options	Help Auto-Cl	ose Context 🔻 🚺 🗸 St	we) (🛷 Save All) (🗶 Cance	1) (XX Cancel All) (-	+ 000
XLPE	E - Literacy F	Personnel					
		Cat	egory F Fultime		-		
		5	Status A Active		-		
	Data data da					0.00	Job for
	Program	Area				PCE	Reporting Tr
		TE DESIC EQUESION		Teacher Certification is required.		100	NO
	2 ESL Eng	lish Second Language	•	and the second s	· · ·	100	
	3				· ·		
	4			*	*		
	5			*	*		
					Total Pc	t 100	
	Cert ID	Certfication Des	scription		Cert Grp Expire D	ate	#Year in
1						114	Adult Ed
2						line in	
з						100	

Enter Program Area, enter 2 program areas (one program with job type = TEA), enter 100 percent Do not enter Certification ID on screen.

Do not enter Teacher Year Experience on screen.

When save out of the form, system displays error message for Certification ID field (1 stmessage)

-		Personnel Data Test	0081692	* < [1 of 1 > 0 0 0 0 0
	DATATEL		Phone:	Birth Date:	Where Used: PER
	Colleague		Phone:	Birth Name:	Entry Date: 05/06/12
	<u>-</u>		Email:	ReunionClass:	Social:
File Opt	tions Help AutorClose	s Context 🔻 🗸 Save	(√/ Save All) (X Cancel	Cancel All	
XLPE - Li	teracy Personnel				
	Categ	ory F Fultime		·	
	Sta	tus A Active		-	
					Job for
	Program Area		Job Type		Pct Reporting Yr
1	ABE Adult Basic Education	*	REC Recruiters	× 1	00 No
2	ESL English Second Language	•	TEA Teachers	* 1	00
3		-		•	
4					
5		Teacher	Year of Experience is required.		
				Total Pct 10	•
			(OK)		
0	ert ID Certrication Descr	iption		Cert Grp Expire Date	# Year in
1					Adult Ed
2					
2					(4)

Enter Program Area, enter 2 program areas (one program with job type = TEA), enter 100 percent Do not enter Certification ID on screen.

Do not enter Teacher Year Experience on screen.

When save out of the form, system displays error message for #Year in Adult Ed field (2nd message)

Figure 16.11 – Enter Required Data

605 Meedow Lane Phone: 919-807-5454 Birth Date: 01/01/1950 Where Used: PER Releigh NC 27560, UNITED ST Email: Reuninclass: Social: 12/345-481/2 File Options Help Active Social: 12/345-481/2 XLPE - Literacy Personnel Category Volunteer Image: Social: 12/345-481/2 Value Job Type Percenter Image: Social: 12/345-481/2 Value Job Type Percenter Image: Social: 12/345-481/2 Value Volunteer Image: Social: 12/345-481/2 Image: Social: 12/345-481/2 Value Volunteer Image: Social: 12/345-481/2 Image: Social: 12/345-481/2 Value Volunteer Image: Social: 12/345-481/2 Image: Social: 12/345-481/2 Value Image: Social: 12/345-481/2 Image: Social: 12/345-481/2 Image: Social: 12/345-481/2 Value Image: Social: 12/345-481/2 Image: Social: 12/345-481/2 Image: Social: 12/345-481/2 Value Image: Social: 12/345-481/2 Image: Social: 12/345-481/2 Image: Social: 12/345-481/2 Image: Social: 12/345-481/2 Image: Social: 12/345-481/2 Image: Social: 12/345-481/2 Image: Social: 12/345-481/2 Ima	-		Teacher Test	0081707	× < [1 of 1 > 0 @ @
Phone: Birth Name: Entry Date: 06/08/12 Rategen NO 27560, UNITED ST Email: ReunionClass: Social: 12:456.4897 File Options Help Auto-close Context * Save */ Save All * Cancel */ Cancel All • • KLPE - Literacy Personnel Category Volunteer • • • Category Volunteer • • • • • Status Active • <th></th> <th>IDATATEL</th> <th>605 Meadow Lane</th> <th>Phone: 919-807-5454</th> <th>Birth Date: 01/01/1950</th> <th>Where Used: PER</th>		IDATATEL	605 Meadow Lane	Phone: 919-807-5454	Birth Date: 01/01/1950	Where Used: PER
Rakigh NC 27560. UNITED ST Email: ReunionClass: Social: 123:45:4987 File Options Help Auto-Close Context. ✓ Save All X Cancel XX Cancel All — + @ XLPE - Literacy Personnel Category Volunteer		Colleague		Phone:	Birth Name:	Entry Date: 08/08/12
File Options Help Auto-Close Context * Save Save All * Cancel * Cancel All * Cancel *			Raleigh NC 27560, UNITED S	T Email:	ReunionClass:	Social: 123-65-4967
XLPE - Literacy Personnel Category Volunteer Status A Active Program Area Job Type 1 ABE Adult Basic Education 2 ABE Adult Basic Education 3 • • • 4 • 5 Update record, Cancel record or Return to editing Total Pet 100 100 Cert Grp Expire Date # Year in Adult Ed • 2 •	File O	ptions Help Auto-Cl	ose Context 🔻 🗸 Save	(V Save All) (X Cancel)	(XX Cancel All) (-	+ 0
Cetegory Volunteer Status A Active Program Area Job Type Program Area Job Type ABE Adult Basic Education COU Counselors 2 ABE Adult Basic Education 3 • 4 • 5 • Update record, Cancel record or Return to editing • • Cert ID Certification Description Cert ID Certification Description Cert ID Certification Description 1 2	XLPE -	Literacy Personnel				
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Status Active Program Area Job Type Program Area Job Type Program Area Job Type Program Area Dob Type Dob Type Dob Type Dob Type <td></td> <td>Cat</td> <td>egory V Volunteer</td> <td></td> <td><u> </u></td> <td></td>		Cat	egory V Volunteer		<u> </u>	
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Program Area Job Type Pct Reporting Yr 1 ABE Adult Basic Education COU Courseiors 100 No 2 ABE Adult Basic Education TEA Teachers 100 No 3 - - - - - 4 - - - - - 4 - - - - - - 4 - - - - - - - 4 - - - - - - - - 4 - </th <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>						
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Program Area Job Type Pct Reporting Yr 1 ABE Adult Basic Education COU Counselors 100 ABE Adult Basic Education TEA Teachers 100 Cert ID Certfication Description Cert Grp Expire Date Year in Adult Ed Adult Ed Cert ID Certfication Description Cert Grp Expire Date Year in Adult Ed Cert ID Certfication Description Cert Grp Expire Date Year in Adult Ed Cert ID Certfication Description Cert Grp Expire Date Year in Adult Ed Cert ID Certfication Description Cert Grp Expire Date Year in Adult Ed Cert Gra Cert Gra						Job for
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3 4 5 Update record, Cancel record or Return to editing Update Cancel Return Cert ID Certfication Description Cert Grp Expire Date # Year in Adult Ed	2	ABE Adult Basic Education	•	TEA reachers	*	100
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1 Adult Ed 2 Image: Constraint of the second secon		Certification Des	zchption		ert Grp Expire Da	≠ Year in
	1					Adult Ed
	2					
	3					

Category = V (Volunteer), has 2 jobs in the same program area, has no certification or year experience data, system allows to save the form

Figure 16.12 – Enter Required Data

-			1	Teacher Test	0081707	*	< [1 of 1	0000
		IDAT/	ATEL	605 Meadow Lane	Phone: 919-807-5454	Birth Date: 01/01/19	50		Where Used: PER
VIII		Colle	ague		Phone:	Birth Name:		1	Entry Date: 08/08/12
-			-	Raleigh NC 27560, UNITED ST.	Email:	ReunionClass:			Social: 123-65-4987
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			Categ	ary v sources					
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									Job for
		Program A	rea		Јоб Туре			Pct	Reporting Yr
	1	ABE Adult	Basic Education	*	COU Counselors		1	100	No
	2	ABE Adult	Basic Education	*	TEA Teachers			100	
	3			×			-		
	4								
	5					-	1 1	-	
	_			Update record, Can	cel record or Return to editing	Tabal	Det 4		
						TOCAL	PEE	00	
				Update (Cancel <u>R</u> eturn				
	C	ert ID	Certfication Descri	otion		Cert Gro Expir	ne Date		
1	4		Specialty BSIC - As	sessment		AEC 10/2	5/2024		# Year in
-	-								Adult Ed
2									
3									

Category = V (Volunteer), has 2 Jobs in the same program area, has certification data and has no year experience data, system allows to save the form

Figure 16.13 – Enter Required Data

-			Teacher Test	0081707		- <	1 of	1 > 0 0	
		IDATATEL	605 Meadow Lane	Phone: 919-807-5454 Phone:	Birth Date: Birth Name:	01/01/1950		Where Used: PER Entry Date: 08/08/	12
-		coneague	Raleigh NC 27560, UNITED S	T Email:	ReunionClas	is:		Social: 123-65-498	7
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XL	PE - I	Literacy Personnel							
_		Cat	tegory V Volunteer		~				
			Status A Active						
								Job for	
		Program Area		Job Type			Pct	Reporting Yr	
	1	ABE Adult Basic Education	*	COU Counselors		Ŧ	100	No	
	2	ABE Adult Basic Education	*)	TEA Teachers			100		
	3		*		_				
	4					-			
	5		Lindate record C	annal record or Bohum to adition		*			
	-		opdate record, o	ancer record of Retain to eating		Total Pct	100		
			Update	Cancel <u>R</u> eturn		Totorrec	100		
		Cert ID Certfication De	scription		Cert Grp	Expire Da	te	# Year in	
	1							Adult Ed	
	2							15.00	
	3								

Category = V (Volunteer), has 2 Jobs in the same program area, has no certification data and has year experience data, system allows to save the form

Figure 16.14 – Enter Required Data

-							
-			Teacher Test	0081707	• <	1 of 1 > @	😔 🚳 😢 😣
	A IIIDAT	ATEL	605 Meadow Lane	Phone: 919-807-5454	Birth Date: 01/01/1950	Where Used: P	ER
	Coll	eague		Phone:	Birth Name:	Entry Date: 08/	08/12
	con	cugue	Raleigh NC 27560, UNITED ST	Email:	ReunionClass:	Social: 123-65-4	4987
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XLPE	- Literacy P	Personnel					
		Categ	pory F Fultime		•		
		51	atur 0		-		
		34	1000 2				
							-
						Job for	
	Program	Area		Job Type		Pct Reporting Yr	
	1 ABE Adu	It Basic Education	•	COU Counselors	•	100 No	
	2 ABE Adu	It Basic Education	•	TEA Teachers	•	100	
	3		•		•		
	4		•		•		
	> /[•)		•		1
					Total Pct	t 100	
							-
	Cert ID	Certfication Desc	ription		Cert Grp Expire D)ate # Year i	in
1	4	Specialty BSIC - A	ssessment		AEC 10/25/20	024 Adult E	d
2						15.00	3
3							

Previously Category = F (Fulltime), has 2 Jobs in the same program area, has certification and year experience data

-		Teacher Test	0081707	- <	1 of	1 > 00000
	IIDATATEL	605 Meadow Lane	Phone: 919-807-5454	Birth Date: 01/01/1950		Where Used: PER
	Colleague		Phone:	Birth Name:		Entry Date: 08/08/12
	-	Raleigh NC 27560, UNITED S	T Email:	ReunionClass:		Social: 123-65-4967
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XLPE	- Literacy Personnel					
	Cat	egory V Volunteer		-		
		Status A Action				
	2	A ACIVE				
	Program Area		Job Type		Pct	Reporting Yr
1	ABE Adult Basic Education		COU Counselors		100	No
	ARE Adult Basic Education		TEA Teachers		100	
-		-	TEA TOURING			
3		· · · ·		· ·	\square	
- 4				*		
5		Update record Ca	incel record or Return to editing	· · · · · ·		
		opeane recent, ee	inconcerence of realistic county	Total Pct	100	
		Update	Cancel <u>R</u> eturn			
	Cert ID Certfication Des	scription		Cert Grp Expire D	ate	# Year in
1	4 Specialty BSIC -	Assessment		AEC	114	Adult Ed
2						15.00
	I II					
					1000	

Now change Category = V (Volunteer), has 2 Jobs in the sam e program area, has certification and year experience data, system update prompt appears

Figure 16.15 – Enter Required Data

		Teacher Test		0081707		1	4 mf	
	DATATEL	404 Memiry Lare		Phone: 919-607-5454	Birth Date: 01/01/1	950		Where Used: PER
	Colleague			Phones	birth Name:			Entry Date: 05/06/12
		Raieigh NG 27560, UN	ITED ST	Email:	ReunionClass:			Social: 123-65-4967
O	ptions Help Auto-Clu	the Contest + C / N	avro) (C 107 Bave All C # Car	ncel C AR Cancel All	21		
PE - 1	Literacy Personnel							
	Cate	egory V Volumeer			-			
		Setters A Astron			-			
_						_		
								Job for
	Program Area		3	IOD Type			Pot	Reporting Yr
1	ABE ADUIT Deeks Education			COU Counsellors			100	140
	ABL ADJE Beets Education			TEA Teachers			100	
_								
						-		
	DELETE whole group or GANO	EL delete				-		
	DELETE whole group or GANO	CL delete				-		

Category = V

Delete Job Type = TEA

Teacher Certification and Year Experience are on file already

-			Teacher Teat	0081707		× <1	1 07 1	00	
	MIDATATE		005 Meadow Lane	Phone: 010.507.5454 Phone:	Birth Date: 0 Birth Name:	1/01/1950		Where Used: PER Entry Date: 00/06/12	
-	conceg		Releigh NG 27550, UNITED ST.	Email:	ReunionClass	:		Social: 123-65-4907	
File	Options Help		Context +] (/ Nove)	C) C AR Canor	HAIL) (-	- (+)	00
XLPE	- Literacy Person	net							
		Coteg	ory Volunteer		~				
		E1a	tun A Astron						
	Program Area			Job Type			Pet	Job for Reporting Yr	
	ADE Aduit Baek 8	Soucestion	· · · · · · · · · · · · · · · · · · ·	OOU Counselors		~ 1	100	744	
2						-			
						- 1			
			Teacher Certification ID is or	n file but Job Type is not equal TE-	A				
			1 100200 1011100						
	·		(QR)		-			
						Total Pct	100		
	Cert ID Cert	fication Descri	iption		Cert Grp	Expire D	ate	# Year in	
1	4 5pe	cialty BSIG - As	sessment		AEG			Adult Ed	
2							, III (A)	18.00	
- 3							Intel		

System displays error message for the Certification ID field.

-		Teacher Test	0081707		- <1	4 arf	
	MDATATEL	005 Meadow Lene	Phone: 010-007-0404	Birth Date:	51/D1/1950		Where Used: PER
	Colleague	Balwah NO 27560 UNITED ST	Phoene :	Birth Namer			Entry Date: 06/06/12 Nocial: 175-65-4557
		(Handar Ho 17000. Office of		Politinaria			100.001 12.240-4007
» O	ptions Help Auto	-Chuse Contest + C / Save)	C V/ Save All C A Canc	of) C AR Can	-) C IIA 190	1	-
LPE - 1	Literacy Personnel						
		Category Vypholeer		-			
		man and the second s					
		and the states a					
							100 600
	Program Area		Job Type			Pas	Reporting Yr
1.	ADE Adult Dasie Education	• • • • • •	COU Counselors			100	Yes
2	11	- 1			- 1		
	1	<u></u>					
						_	
-14	11	Teacher Year of Experie	ence is on file but Job Type is n	A T INUDA TO	-	_	
2		Ploate	Herbert Program Anna Gala.		-		
			OK		Total Pet	100	
			5				
	Cert ID Certification I	Description		Cert firm	Expire fie		
	d Entrielly DEI	C - Assessment		LARG	10000 C 00	11120	# year in
-							Adult Ed
2							16.00

System displays error message for the Year of Experience field.

Note:

Previous Certification and Year experience may have been reported & stored on file Previously Category was coded as an "F" for fulltime Now change Category to V for Volunteer <u>Also delete</u> program area with job type = TEA (this is not allowed)

When dicks on save, system gives error message on the form.

Figure 16.16 – Enter Required Data

If the system displays an existing record and you enter the **Expire Date**, the date must be earlier than the current system date.

	Teday Test	0070570		
	Today Test	0079570	¥ <	
	150 Mountain Road	Phone: 919-125-3456	Birth Date: 01/01/1950	Where Used: PER
Colleague	Raleigh NC 27600 UNITED ST	Phone: Email:	Birth Name: ReunionClass:	Entry Date: 10/04/12 Social: 012-45-5233
		Lindii		
File Options Help Keep Cont	ext Open 🔻 🧹 Save) (🥢 Save All 🔵 🗡 Cancel) (XX Cancel All) (-	
XLPE - Literacy Personnel				
Catao	nn VVolunteer			
Calego	ory volunteer	Expire Date is le	ess than current System Date!	
Sta	tus A Active	When an Expire D of the reporting year. Cert	Date is before the beginning date tification is excluded from the ani	nual file.
		_		
			OK	
				or
Program Area	1	ob Type		Pct Reporting Yr
1 ABE Adult Basic Education	Ψ	TEA Teachers	× 1	00
2			· · · · · · ·	
3				
5				
			Total Pct 10	0
· · · · · · · · · · · · · · · · · · ·				
Cert ID Certfication Descri	ption		Cert Grp Expire Date	# Year in
1 16 No current Certificat	tion		NOCC	Adult Ed
2 4 Specialty BSIC - As	sessment		AEC 091512	8.00
3 2 Advanced BS Instr	Cert		AEC 07/15/2012	

Figure 16.17 – Enter the Expire Date

To display an existing record, do not enter anything else. Click **Save**.

				Today Test		0079570			of 1 > 🕜 🚱 🚳
		DATA	ATEL	150 Mountain Road		Phone: 919-125-3456	Birth Date:	01/01/1950	Where Used: PER
		Colle	ague			Phone:	Birth Name	ð:	Entry Date: 10/04/12
				Raleigh NC 27600, UNITE	D ST	Email:	ReunionCla	iss:	Social: 012-45-5233
ile	Option	ns He	p Keep	Context Open 🔻 🧹 Sar	\rightarrow	Company North Annual	WY C-		
VIDE	Litor		rconnol						
ALPE	- Lite	acy Pe	Isomer		Cert	ID: 4 has an Expire Date 09/1	5/2012 which is le	ss than 10/04/2012	current System Date.
			c	Category V Volunteer	Cert	ID: 2 has an Expire Date 07/1	5/2012 which is le	ss than 10/04/2012	current System Date.
				Status A Active		of the reporting year.	Certification is ex	cluded from the anr	ual file.
							ОК		
				L. L.				<u></u>	
	De					ah Turan		D	Job for
	PI O		rea Decis Education			ob Type		PC	keporting fr
		BE Adult I	Basic Education		Ľ L	TEA Teachers		100	·
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								Total Pct 100	
		Cert ID	Certfication [Description			Cert Grp	Expire Date	# Year in
1		16	No current Ce	rtification			NOCC		Adult Ed
2		4	Specialty BSI	C - Assessment			AEC	09/15/2012	8.00
2			cpectary ben						
3		2	Advanced BS	Instr Cert			AEC	07/15/2012	

Figure 16.18 – Click Save

The **Certification ID LookUp** field now displays only 13 entries. Certification ID 5, 7, and 10 have been updated with a new **Certification Description**. Prior to SCR 201308, this field displayed 16 entries.

() XI	PE: Literac	y Personnel Search	₹°	SEARCH RES		NAVIGATION	FAVO	ORITES	? Logout
Search	Results for	(XLE.NRS.TEA.CERT)					?	1 of 1	📄 💫 🙆 🕲 🕲 😒
Filter:	x	LE.NRS.TEA.CERT 🔻 🚃 🔠	Select All	+ Add	I< <	1 - 13 of 13	> >!	L Y	Where Used: APP,MAI,STU
#	Cert Id	Cert Desc	Cert Grp					5	Social: 850-12-3483
1	1	Core BS Instr Cert	AEC					1	
2	2	Advanced BS Instr Cert	AEC						
3	3	Specialty BSIC - Adult Sec Instr	AEC						
4	4	Specialty BSIC - Assessment	AEC						
5	6	Specialty BSIC - ESL	AEC						
6	8	Specialty BSIC - Intellectual Disabilities	AEC						
7	9	Specialty BSIC - Learning Disabilities	AEC						
8	11	Specialty BSIC - ASE Math/SCI	AEC						Job for
9	12	Specialty BSIC - ASE LA/SS	AEC					Pct	Reporting Yr
10	13	K-12 Certification	K12C						
11	14	Special Education Certification	SPEC						
12	15	TESOL Certification	TESOL						
13	16	No current Certification	NOCC						
								te	
									# Year in Adult Ed
	*	0 selected Input:		(Open)	< <	1 - 13 of 13	> >		

Figure 16.19 – 13 Entries

Literacy Personnel (XLPE)

17 Certification Entry (XLCER)

Use the **Certification Entry (XLCER)** form to view the **Certification ID**, **Certification Description**, and **Certification Group** choices available from the system.

The **XLCER** form displays as inquiry only to LEIS Basic Skills college staff. The **XLCER** form may be edited by System Office IT staff. The **XLCER** form is accessible from the UI menu.

- 1. Enter **XLCER** in the **Search** box and press **Enter**.
- 2. **Certification LookUp**: Enter the certification ID or enter the ellipsis (...) to search through the available **Certification** choices from the **Certification** search results.
- 3. Click **OK**.

Cer	tification Look	Up	
2			
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nter (ertification	D directly	
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			20
) XL	CER: Certi	fication Entry · Search	4
irch I	Results for	CALE NRS TEA CERT)	
er:	Results for X	ILE.NRS.TEA.CERT	Select Al
er:	Results for x Cert Id	Cert Desc	Select Al
rch l er: #	Results for X Cert Id 1	Cert Desc.	Select Al Cert Grp AEC
rch l er: 1 2	Cert Id	Cert Desc Core BS Instr Cert Advanced BS Instr Cert	Select All Cert Grp AEC AEC
rch l	Cert Id 1 2 3	Cert Dese Core BS Instr Cert Advanced BS Instr Cert Specialty BSIC - Adult Sec Instr	Select All Cert Grp AEC AEC AEC
rch er. 1 2 3 4	Cert Id 1 2 3 4	Cert Desc Core BS Instr Cert Advanced BS Instr Cert Specialty BSIC - Adult Sec Instr Specialty BSIC - Assessment	Select All Cert Grp AEC AEC AEC AEC AEC
1 2 3 4 5	Cert Id 1 2 3 4 6	Cert Desc Core BS Instr Cert Advanced BS Instr Cert Specialty BSIC - Adult Sec Instr Specialty BSIC - Assessment Specialty BSIC - ESL	Select All Cert Grp AEC AEC AEC AEC AEC AEC
1 2 3 4 5 6	Cert Id 1 2 3 4 6 8	Cert Desc Core BS Instr Cert Advanced BS Instr Cert Specialty BSIC - Adult Sec Instr Specialty BSIC - ESL Specialty BSIC - Intellectual Disabilities	Select Al Cert Grp AEC AEC AEC AEC AEC AEC AEC
1 2 3 4 5 6 7	Cert Id 1 2 3 4 6 8 9	Cert Desc Core BS Instr Cert Advanced BS Instr Cert Specialty BSIC - Adult Sec Instr Specialty BSIC - ESL Specialty BSIC - Intellectual Disabilities Specialty BSIC - Learning Disabilities	Select All Cert Grp AEC AEC AEC AEC AEC AEC AEC AEC
1 2 3 4 5 6 7 8	Cert Id 1 2 3 4 6 8 9 11	Cert Desc Core BS Instr Cert Advanced BS Instr Cert Specialty BSIC - Adult Sec Instr Specialty BSIC - ESL Specialty BSIC - Intellectual Disabilities Specialty BSIC - Ase Math/SCI	Select All Cert Grp AEC AEC AEC AEC AEC AEC AEC AEC AEC AEC
1 2 3 4 5 6 7 8 9	Cert Id 1 2 3 4 6 8 9 11 12	Cert Desc Core BS Instr Cert Advanced BS Instr Cert Specialty BSIC - Adult Sec Instr Specialty BSIC - ESL Specialty BSIC - Learning Disabilities Specialty BSIC - ASE Math/SCI Specialty BSIC - ASE LA/SS	Select All Cert Grp AEC AEC AEC AEC AEC AEC AEC AEC AEC AEC
1 2 3 4 5 6 7 8 9 10	Results for X Cert Id 1 2 3 4 6 8 9 11 12 13	Cert Desc Core BS Instr Cert Advanced BS Instr Cert Specialty BSIC - Adult Sec Instr Specialty BSIC - Assessment Specialty BSIC - Intellectual Disabilities Specialty BSIC - ASE Math/SCI Specialty BSIC - ASE Math/SCI Specialty BSIC - ASE LA/SS K-12 Certification	Select All Cert Grp AEC AEC AEC AEC AEC AEC AEC AEC AEC AEC
1 2 3 4 5 6 7 8 9 10 11	Results for X Cert Id 1 2 3 4 6 8 9 11 12 13 14	Cert Desc Core BS Instr Cert Advanced BS Instr Cert Specialty BSIC - Adult Sec Instr Specialty BSIC - Assessment Specialty BSIC - ESL Specialty BSIC - Learning Disabilities Specialty BSIC - ASE Math/SCI Specialty BSIC - ASE LA/SS K-12 Certification	Select Al Cert Grp AEC AEC AEC AEC AEC AEC AEC AEC AEC AEC
rrch er. 1 2 3 4 5 6 6 7 8 9 10 11 11 12	Results for X Cert Id 1 2 3 4 6 8 9 11 12 13 14 15	Cert Desce Core BS Instr Cert Advanced BS Instr Cert Specialty BSIC - Adult Sec Instr Specialty BSIC - Assessment Specialty BSIC - ESL Specialty BSIC - Learning Disabilities Specialty BSIC - ASE Math/SCI Specialty BSIC - ASE LA/SS K-12 Certification TESOL Certification	Select Al Cert Grp AEC AEC AEC AEC AEC AEC AEC AEC AEC AEC

Figure 17.1 – XLCER Search Results

Certification Entry (XLCER)

When accessing **XLCER**:

- The initial **Certification** record **Lookup** is completed.
- System Office IT staff may enter an existing record to view or edit the **Certification Description** and **Group**. The **XLCER** form is inquiry only for college staff
- Enter the @ sign to recall the **Certification** record.
- To further limit a **Certification** search, you can enter a semicolon followed by one of the following abbreviations: **GRP**, **GRP AEC**, or ; grp aec

Note: The semicolon command should be separated from the search value with a space.

Use the following field descriptions to complete or view the **XLCER** form:

- Certification ID: This field displays the Certification ID as inquiry only for college staff.
- **Certification Desc**: This field displays the **Certification Description** as inquiry only for college staff.
- **Certification Rpt Group**: This field displays the Certification Reporting Group as inquiry only for college staff.

If no errors are returned at screen exit, save the form to write updated information to the **XLE.NRS.TEA.CERT** file.

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no errors are tou	and, the ALCER appears
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XLCER - Certification E	ntry
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	Certification Desc Advanced BS Instr Cert
	Cartification Ref. Group 180
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Figure 17.2 – Saving XLCER

18 Year Experience Entry (XLCYR)

Use the Year Experience Entry (XLCYR) form to view the Experience ID and Experience Description choices available from the system.

The **XLCYR** form displays as inquiry only to LEIS Basic Skills college staff. The **XLCYR** form may be edited by System Office IT staff. The **XLCYR** form is accessible from the UI menu.

- 1. Enter **XLCYR** in the **Search** box and press **Enter**.
- 2. Year Experience LookUp: Enter the Year Exp ID or enter the ellipsis (...) to search through the available year experience choices.
- 3. Click **OK**.

ок	Cancel	(Finish)	Help	5
<u></u>			()	
Experience ID	directly			
Experience ID	directly			
Experience ID	directly			
Experience ID	directly			
Experience ID	directly			
Experience ID ar Experience L	directly ookUp			

Search	Results for:	(XLE.NRS.TEA.YREXP)
Filter:	XLE,NRS	.TEA.YREXP 🔻 🚍 🏢 🛄 Select All (+ Add) K < 1-3 of 3
#	Year EXp ID	Year Exp Desc
1	1	Less than 1 year
2	2	1 to 3 years
3	3	More than 3 years

Resolution view for UI4.X



When accessing **XLCYR**:

- The initial **Year Experience** record **LookUp** is completed.
- System Office IT staff may enter an existing record to view or edit the **Year Experience Description**. The **XLCYR** form is inquiry only for college staff.
- Enter the @ sign to recall the Year Experience record.

Use the following field descriptions to complete the **XLCYR** form:

- Year Experience ID: This field displays the Year ID as inquiry only for college staff.
- Year Experience Desc: This field displays the Year Description as inquiry only for college staff.

If no errors are returned at screen exit, save the form to write updated information to the **XLE.NRS.TEA.YREXP** file.

If no errors are found, the XLCYR appears

File	Options	Help		🐑 🗸 Sav	e) 📣 Save A	II 🔵 🧭 Cancel	🔵 🤇 🗱 Cancel All) © © 0
XLC	YR - Year B	xperienc	e Entry					
			Year Experience ID	1				
		Y	ear Experience Desc	Less than 1 year				

New XLC YR form - System Office editable view

Fi	le	Options	Help		··· (/ 8	we) (🛷 Sa	ave All 🔵 📿	Cancel) (X Cancel All		
X	LCY	R - Year	Experienc	e Entry							
				Year Experience ID	1						
			Y	ear Experience Desc	Less than 1 yea	r					

New XLC YR form - Local College inquiry view



19 Personnel Report (XLLP)

Use the **Personnel Report (XLLP)** form to print personnel information based on the constraints entered.

XLLP - Personnel Report 😭		
Personnel ID		
Category	F Fulltime V	J
Status	A Active 🗸	J
Program Code	×	J
Job Type	×	J
Personnel ID List		

Figure 19.1 – Constraints for XLLP

Use the following field descriptions to complete the **XLLP** form:

- **Personnel ID**: Enter the personnel ID.
- Category: Select F Fulltime or P Part time from the dropdown.
- Status: Select A Active or I Inactive from the dropdown.
- **Program Code**: Select **ABE Adult Basic Education**, **ASE Adult Secondary Education**, **ESL English Second Language**, or **OTHER Other** from the dropdown.
- Job Type: Select TEA Teachers, REC Recruiters, ARS Assessment/Ret. SP., CLE Clerical, LLA Local Admin/Supervisor, COU Counselors, SLA State Level Administrator, or PAR Paraprofessionals from the dropdown.
- Personnel ID List: Enter a list of Personnel IDs to further narrow selection criteria.

An example of the Literacy Personnel Report is provided in Figure 19.2.

LER07			LITE	System Office RACY PERSONNEL REPORT	03/13/20)18 01:57PM Page 1
el: Status	5-A					
D	Name	Catg	Status	Program Code	Јов Туре	Pct PgY
082888	Grad, John	Volunteer	Active	OTHER Other	TEA Teachers	20
				ABE Adult Basic Education	REC Recruiters	20
				ASE Adult Secondary Education	TEA Teachers	60
078717	MacKenzie, Kenneth	Volunteer	Active	ABE Adult Basic Education	TEA Teachers	100
078094	Strayer, Vicki	Fulltime	Active	ABE Adult Basic Education	TEA Teachers	50 Y
				ABE Adult Basic Education	TEA Teachers	50 Y
081839	Test, Person1	Fulltime	Active	ABE Adult Basic Education	COU Counselors	50
				ESL English Second Language	REC Recruiters	50
081840	Test, Person2	Part-time	Active	ABE Adult Basic Education	ARS Assessment/Ret. SP.	100
081841	Test, Person3	Fulltime	Active	ABE Adult Basic Education	LLA Local Admin/Supervisor	100
081692	Test, Personnel	Fulltime	Active	ABE Adult Basic Education	TEA Teachers	100
				AHS	COU Counselors	100 N
081830	Test, Personnel1	Fulltime	Active	GED	COU Counselors	75 Y
				ESL English Second Language	COU Counselors	25 Y
081831	Test, Personnel2	Fulltime	Active	ESL English Second Language	COU Counselors	100
081832	Test, Personnel3	Part-time	Active	AHS	REC Recruiters	100
081834	Test, Personnel5	Part-time	Active	ESL English Second Language	COU Counselors	50

Figure 19.2 – Output for XLLP

Appendix A - STUDENT.DATA.CODES – Valid Student Type (Data) Codes

A **Student Type Code** is used to identify student barriers to employment and specific programs the student participates in during each POP. Refer to the latest version of the *College and Career Readiness Data Dictionary* for specific definitions of these items.

Code	Min Entry	Description	Act Code 1	Act Code 2
BSKPL	BSK	NC-Basic Skills Plus	2016-2017	
ССР	ССР	NRS-Community Corr Pgm	2016-2017	
CORFA	COR	NRS-Correction Facility	2016-2017	
DL	DL	NRS-Distance Learner	2016-2017	
FL	FL	NRS-Fam Literacy Partcpnt	2016-2017	
IELCE	IEL	NRS-IELCE Grant	2016-2017	
IET	IET	NRS-Int. Educ & Tng	2016-2017	
OIA	OIA	NRS-Other Inst Person	2016-2017	
WL	WL	NRS-Workplc Lit Student	2016-2017	
FOSTER	FOS	NRS-Foster Care/age-out	2016-2017	
DISHOM	DIS	NRS-Displ Homemaker	2016-2017	
ELLCB	ELL	NRS-LESA/LL/Cult Barrier	2016-2017	
EXTANF	EXT	NRS-Exp TANF within 2yr	2016-2017	
EXOFD	EXO	NRS-Ex-Offender	2016-2017	
НА	НА	NRS-Homeless Person	2016-2017	
LTUNEP	LTU	NRS-Long Term Unemploy	2016-2017	
LI	LI	NRS (Opt)-Low Income	2016-2017	
MIGFRM	MIG	NRS-Mig/Seas Farm Labor	2016-2017	
SNGPAR	SNG	NRS-Single Parent	2016-2017	
OSD	OSD	NC-Other Student Data	2016-2017	
DW	DW	NRS-Dislocated Worker	2016-2017	
LIRA	LIR	NRS-Lving in Rural Area	2016-2017	2016-2017

STUDENT.DATA.CODES – Valid Student Type (Data) Codes Page 91

Code	Min Entry	Description	Act Code 1	Act Code 2
RPA	RPA	NRS-Rcvng Public Assist	2016-2017	2016-2017
WBPL	WBP	NRS (Opt)-WorkBased Proj	2016-2017	2016-2017
IDEAL	IDE	NC-Project IDEAL	2016-2017	2016-2017
PWEMP	PWE	NC-Pathways Employment	2016-2017	2016-2017

Valid Student Type (Data) Codes:

- The Act Code 1 column contains the Effective Year.
- The Act Code 2 column contains the Expired Year (if applicable).
- Note: Many of the codes listed in the table above are carried over from prior years. The effective year 2016-2017 is assigned to these carried over codes because the field in the database will only be used for 2016-2017 and beyond, and the old field it replaces will not be used after 2015-2016. All validation codes for the new field are assumed to be implemented as of 2016-2017. As new codes are added for later years, the effective dates for those codes will reflect the program year they are implemented. As codes expire, the final year of use will be added to the **Act Code 2** column.

Appendix B - XLE.LEIS.PROGRAM.CODES

Table Name : XLE	.PROGRA	MS.LIST		Mode : Inquiry Only
Created On : 04/	23/03	By : DAVIDH	Changed On : 01/14/:	14 By : TLUONG
Code		Description	Min Entry	Speci I4 4 🚺 📉 Page 1 of 2 🕨 🖬
1 ABE		Adult Basic Education		
2 AHS		Adult High School		
3 ASE	Eq.	Adult Secondary Education		
4 BSA		Basic Skills Assesment		
5 CED	R	Compensatory Education		
6 ESL	Eq.	English Second Language		
7 GED	Q	General Ed Development		
8 HSG	<u> </u>	High School Graduate		
9 WEPL		Work Based Project Learne		
10 OTHER		Other		
10 OTHER 11		Other		
10 OTHER 11 12		Uther		
10 OTHER 11 12 12 13				
10 OTHER 11 12 13 14				
10 OTHER 11 12 13 14 14 15 15 15 15 15 15 15 15 15 15 15 15 15				



Changed On : 01/14/:	14 By : T Special Processing	LUONG
Min Entry 1 2 3 4	Special Processing	
3		
		E



Appendix C - XLE.BASED.SCHOOL

VAL - Validation Codes										
	Та	ble Name: XLE.BAS	SED.S	CHOOL	Mode : Inquiry Only					
	Cr	reated On : 06/08/1	.2	By : TLUONG	c	hanged On : 06/25/	12	By : TLUONG		
		Code		Description		Min Entry	S	peci K 🖌 🔽 Page 1 of 1 🕨 🕅		
	1	US)🖻	US Based]	US				
	2	NONUS	B)	Non-US Based		NONUS				
	3		B)							
	4									
	5			(]					
	6		B)					
	7									
	8		Q)					



Appendix D - XLEIS.GRAD.RPT.SORT

Created On :	08/30/13	By : THONG	Changed On : 09/1	1/13	By : TLUONG
created on a	00/30/13	07 · 1200MG	Changed On 1 (09/1	.1/15	591 1200113
Code		Description	Min Entry	Special F	Processing
1 1	2	Last & First Name, ID	1		
2 2	R	Student ID	2		
3 3	R	Cmp Date, Last, First, ID	3		
4 4		Diploma Name	4		
5					
6	R				
7	R				
8	R				
Purpose					
1					Eq
2					Ē.

Figure D.1

Appendix E - XLEIS.PROGRAM.YEAR

iac	le Name : XLEIS.	ROGE	IAM.YEAR			Mode : 3	Inquiry Only	
Cri	eated On : 08/27/	13	By : TLUONG	Changed On : 0	8/27/13	B) B)	y : TLUONG	
(Code		Description	Min Entry		Spec	Page 1 of 2 > H	
1	2013-2014]Q	July 1 to June 30, 2014	13-14		18819	16983	
2	2014-2015	B.	July 1 to June 30, 2015	14-15		18984	17348	
3	2015-2016	B.	July 1 to June 30, 2016	15-18		17349	17714	
4	2018-2017	R	July 1 to June 30, 2017	16-17		17715	18079	
5	2017-2018	R	July 1 to June 30, 2018	17-18		18080	18444	
6	2018-2019	B.	July 1 to June 30, 2019	18-19		18445	18809	
7	2019-2020	B.	July 1 to June 30, 2020	19-20		18810	19175	
8	2020-2021	R	July 1 to June 30, 2021	20-21		19176	19540	
9	2021-2022)Q	July 1 to June 30, 2022	21-22		19541	19905	
10	2022-2023	B	July 1 to June 30, 2023	22-23		19908	20270	
11		<u>R</u>						
12								-0
13		jed.	L		-	<u> </u>		
14			l		-0			
15					=			
10		Jok	L					
	Purpose							
1	This table stores t	he NR:	reporting program year. Local college				R	
2	should not add or	make					Eq.	

Figure E.1

Appendix F - Glossary of Terms

The following terms are used throughout this document:

- 1. ABE: Adult Basic Education
- 2. AHS: Adult High School
- 3. **ASE**: Adult Secondary Education
- 4. CASAS: Comprehensive Adult Student Assessment System
- 5. **CIS**: College Information System
- 6. **CSF**: Critical Success Factors
- 7. DAEL: Division of Adult Education and Literacy
- 8. **EFL**: Educational Functioning Level. Indicates the student's College and Career Readiness level for NRS reporting purposes.
- 9. **ESL**: English as a Second Language
- 10. FERPA: Family Educational Rights and Privacy Act
- 11. GED: General Educational Development
- 12. LEIS: Literacy Education Information System
- 13. MIS: Management Information System
- 14. NCCCS: North Carolina Community College System
- 15. NRS: National Reporting System
- 16. PD: Professional Development
- 17. RT: Retired
- 18. SO: System Office
- 19. **TABE**: Test of Adult Basic Education
- 20. UN: Unemployed Not Seeking
- 21. US: Unemployed Seeking
- 22. USDOE: United States Department of Education
- 23. Active Goal: A goal that has not been met and set during any period of enrollment prior to the student's last day of attendance of the current registration.
- 24. **Goal Set Date**: The date that is on or after the student's registration date and before the class section end date.
- 25. **Exited**: Students who are in a program and have left 90 days prior to the end of the last day of the class section.

- 26. **Higher Placement**: Based on the student receiving a higher test score that places him/her in a higher EFL using the same test component as the pre-test placement.
- 27. **Initial Placement**: Based on the student's first enrollment during the current reporting year. Identify initial placement at the beginning of the reporting year.
- 28. **Intake Date**: Based on the student's first date of attendance in Web Attendance for new students. A continuing student will inherit the historical intake date from **XLETES** the first year; however, the student's intake date will be based on Web Attendance if he/she ever separates.
- 29. Level Completion: Based on the student's pre-test score and the student's highest same test component post-test score during the program year if the post-test score is of a higher level. Passing the GED or earning an Adult High School diploma is considered completion of ASE high EFL. For students in advanced ESL, completion is equated to specific scores as defined by the NRS.
- 30. **Lowest Test**: Lowest score for a component taken during the reporting year or 90 days prior to the start of the reporting year.
- 31. NRS Goals: These goals include:
 - a. Entered employment
 - b. Retained employment
 - c. Receipt of an adult high school diploma or GED certificate
 - d. Entered post-secondary education or training
 - e. Complete current EFL (an implied goal that does not require data entry)
- 32. **Period of Participation (POP)**: The period of time in which a student is continually enrolled in a program. A student can have multiple POPs if the student exits the program without 90 days of service and returns in the same program year (July 1-June 30). Each POP will be measured for Measurable Skill Gains (MSGs), and each time a student exits, the student is measured for follow-up outcomes that apply.
- 33. **Placement**: The EFL based on the lowest test for the most current component.
- 34. **Program Year**: The timeframe used to report annual literacy data is defined as July 1-June 30.
- 35. **Progression**: The student counts as progressing to a higher level if he/she has a last date of attendance on or after his/her placement in a higher EFL.
- 36. Ranking: A numerical value to indicate differences in educational functional levels.
- 37. **Reporting Year**: Defined as July 1-June 30. Program year and reporting year are used interchangeably.

38. **Terminal Goals**: Earned a GED, received an Adult High School diploma, or achieved ESL Advanced exit criteria.