



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Dr. R. Scott Ralls, President

June 15, 2009

MEMORANDUM

TO: Basic Skills Directors
Community Based Organization Directors

FROM: Randy Whitfield, Ed.D.
Associate Vice President of Academic and Student Services
Basic Skills Department

SUBJECT: **Revised** New Literacy Data Forms
(This numbered memo supersedes CC09-016. The content of numbered memo CC09-016 has not changed, but the attached required LEIS form has been updated.)

The United States Department of Education now requires all local programs to use a uniform statewide data collection form which is in compliance with the National Reporting System (NRS). The attached Literacy Education Information System (LEIS) form is the form all North Carolina Basic Skills/literacy programs will be required to use starting in September 2009. The forms may not be changed; however, local programs may choose to print the forms using different colored paper. The name of your program may be printed on the first page. Please note that the "Student Optional Items" page is optional for both community colleges and community based organizations. Programs may choose to use their current data collection forms until September or switch to the new ones immediately.

Community Colleges Only:

Dennis Smith is currently working on changing screens in the community college data system (LEIS) to match the new forms and plans to finish all changes by mid-August. We will notify you when that occurs.

Community Based Organizations Only:

Community based organizations are also required to use the new forms; however, items listed as "North Carolina" are optional. Screens in Literacy Adult Community Education System (LACES) do not currently match the new forms. We will be working with LACES to change the screens so that they will match.

We are sorry for any inconvenience this causes for programs, but it is a requirement we cannot change. Contact me at whitfieldr@nccommunitycolleges.edu or 919-807-7132 if you have any questions.

Attachment

c: Presidents
Senior Continuing Education Administrators

CC09-017
Email Copies

Program Name
North Carolina Community College System
Literacy Education Information System (LEIS) – Student Maintenance

NAME _____ STUDENT SOCIAL SECURITY # _____ - _____ - _____ ENROLLMENT DATE _____
 (Last) (First) (MI/M) COLLEAGUE ID # _____ SECTION # _____

1. Last Name _____
 Suffix _____
 First Name _____
 Middle/Maiden _____
2. Mailing Address _____
 Address Line 2 _____
 City _____
 State ____ (Postal Abbreviation)
 Zip Code _____ - _____
3. State of Residence ____ (Postal Abbreviation)
4. County of Residence _____
5. Home Telephone (____) _____ - _____ Extension _____
 Cell Telephone (____) _____ - _____ Extension _____
 Business Telephone (____) _____ - _____ Extension _____
6. Email Address _____
7. Birth Date ____/____/____ (Month/Day/Year)
8. Sex ____ Male ____ Female
9. Ethnicity ____ 1. Hispanic/Latino ____ 2. Non Hispanic/Latino
 Race ____ 1. American Indian/Alaska Native ____ 2. Asian ____ 3. White
 ____ 4. Black or African American ____ 5. Hawaiian/Pacific Islander
10. Employment Status ____ FT – Full Time ____ PT – Part Time
 ____ UN – Unemployed – Not Seeking ____ US – Unemployed Seeking
11. Student Status (Check All Applicable)
 ____ Limited English Speaking
 ____ Single Parent **(NRS Optional)**
 ____ Displaced Homemaker **(NRS Optional)**
 ____ Inmate **(NC)**
 ____ N/A

12. Disability Status (Check All Applicable)
 ____ M – Mental Impairment
 ____ O – Orthopedics Impairment
 ____ H – Hearing Impairment
 ____ L – Learning Impairment **(NRS Optional)**
 ____ S – Speech Impairment
 ____ V – Visual Impairment
 ____ E – Emotional/Psychological Impairment
 ____ N/A
 ____ X – Other Health Impairment _____

North Carolina Items Listed Below

13. Highest Educational Level Attained at Entry
 ____ Never Attended
 ____ Enter 1 through 11 for last Grade attended
 ____ Completed High School
 ____ GED Diploma
 ____ Adult High School Diploma
 ____ One Year Vocational Diploma
 ____ Associate’s Degree
 ____ Bachelor’s Degree
 ____ Master’s Degree or Higher
14. Last School Attended _____
 Location _____
15. Date Last Attended Secondary/Elementary School ____/____/____
 Mo. Year
16. Head of Household ____ Yes ____ No
17. Disadvantaged ____ Academically ____ Economically ____ Both ____ N/A
18. NC Residents Under Age 18
 Driver’s License Number _____
 State of Issue _____
 Date of Issue ____/____/____
 (Month/Day/Year)

Interview Conducted by _____ Interviewer’s ID # **(Optional)** _____

Comment _____

Student Signature _____ Date _____ **(Revised 05/26/09)**

**North Carolina Community College System
Literacy Education Information System (LEIS) – Student Data, Goals, and Achievements**

NAME _____ STUDENT SOCIAL SECURITY # _____ - _____ - _____ ENROLLMENT DATE _____
 (Last) (First) (MI/M) COLLEAGUE ID # _____ SECTION # _____

19. STUDENT GOALS/INTENTS

Date __/__/__ (Check All Applicable)

NRS Goals

1. Adult High School Diploma
2. General Educational Development (GED) Diploma
3. Enter Postsecondary Education/Training Program
4. Enter Employment
5. Retain Employment
6. Leave Public Assistance (NRS Optional)
7. Increase Citizenship Skills
8. Increase Involvement in Children’s Education
9. Increase Involvement in Children’s Literacy Activities

North Carolina Goals

10. Higher Level of Independent Living
11. Increase Daily Living Skills
12. Learn Basic Functional Skills
13. Learn to Read (Nonreader)
14. Improve Reading Skills/Comprehension
15. Improve Oral Communication Skills
16. Improve Written Communication Skills
17. Improve Math Skills

20. Separation Date __ / __ / __
 (Month/Day/Year)

21. STUDENT ACHIEVEMENTS

Date __/__/__ (Check All Applicable)

NRS Achievements

1. Obtained Adult High School Diploma
2. Passed GED
3. Left Public Assistance
4. Achieved Citizenship Skills
5. Increased Involvement in Children’s Education
6. Increased Involvement in Children’s Literacy Activities
7. Entered Postsecondary Educational/Training Program (also NC)
8. Entered Employment (also NC)
9. Retained Employment (also NC)

North Carolina Achievements

10. Achieved Higher Level of Independent Living
11. Achieved Daily Living Skills
12. Achieved Desired Level of Basic Functional Skills
13. Learned to Read First Time
14. Achieved Desired Level of Reading Comprehension
15. Achieved Desired Proficiency in Oral Communications
16. Achieved Desired Proficiency in Written Communications
17. Achieved Desired Math Skills

Additional NRS Achievements

18. Help More Frequently with Children’s School
19. Increased Contact with Children’s Teachers
20. More Involved in Children’s School Activities
21. Visiting Library with Children
22. Reading to Children
23. Purchasing Books or Magazines for Children
24. Registered to Vote for First Time (also NC)

25. Increased Involvement in Community Activities (also NC)

22. STUDENT DATA

Date __/__/__ (Check All Applicable)

NRS Items

1. Community Correctional Program
2. Displaced Worker (NRS Optional)
3. Family Literacy Participant
4. Homeless Person
5. Low Income (NRS Optional)
6. Other Institutionalized Person
7. Person Receiving Public Assistance
8. Workplace Literacy Participant
9. Work-based Project Learner (NRS Optional)
10. Distance Learner (greater than 51% contact hrs)

North Carolina Items

11. Compensatory Education Participant
12. Immigrant
13. Migrant Worker
14. Nonreader
15. Work-First Participant
16. Other: Specify _____

North Carolina Items

23. AHS Credits Transferred In _____
24. AHS Credits Needed _____
25. Recruiter (optional) _____
26. AHS Credits/Equiv. Completed _____
27. AHS Credits Transferred Out _____
28. Date Credits Recorded __ / __ / __
 (Month/Day/Year)

Interview Conducted by _____ Interviewer’s ID # (Optional) _____

Comment _____

Student Signature _____ Date _____ (Revised 06/03/09)

**North Carolina Community College System
Literacy Education Information System (LEIS) – Student Optional Items**

NAME _____ STUDENT SOCIAL SECURITY # _____ ENROLLMENT DATE _____
 (Last) (First) (MI/M) COLLEAGUE ID # _____ SECTION # _____

32. Employer _____

33. Vocation/Job Title _____

34. Round-trip Mileage to and from Class _____

35. Citizenship

- U – US Citizenship
- E – Eligible Legal Alien
- N – Naturalized Citizen
- A – Non-Resident Alien

36. Services Needed (Check All Applicable)

- 1. Auxiliary Aids
- 2. Class for Shut-In
- 3. Counseling
- 4. Day Care
- 5. Financial Assistance
- 6. Interpreter
- 7. Job Placement
- 8. Job Training
- 9. Note taker
- 10. Reader
- 11. Transportation
- 12. Tutoring
- 13. Other: Specify _____

37. Services Provided (Check All Applicable)

- 1. Auxiliary Aids
- 2. Community Agency Referral
- 3. Computer-Assisted Instruction
- 4. Counseling
- 5. Day Care
- 6. Homebound Instructor
- 7. Interpreter Assigned
- 8. Job Referral
- 9. Note taker Assigned
- 10. Reader Assigned
- 11. Tele course
- 12. Training Referral
- 13. Transportation
- 14. Tutorial Instruction
- 15. Other

38. Referred By (Check All Applicable)

- 1. Adult Education Staff
- 2. Community College Recruiter
- 3. GED Testing Center
- 4. Human Resources Development
- 5. Job Link Career Center
- 6. Church
- 7. Community Organization
- 8. Library
- 9. Literacy Council
- 10. Voluntary Organization
- 11. Antipoverty Program
- 12. Correctional Institution
- 13. Department of Motor Vehicles
- 14. Department of Health and Human Services
- 15. Employment Security Commission
- 16. Health Agency
- 17. Institution for Handicapped
- 18. Military/V.A.
- 19. Public School
- 20. Vocational Rehabilitation
- 21. Newspaper
- 22. Poster, Flier, Letter
- 23. Radio
- 24. Television
- 25. Business & Industry
- 26. Hospital/Doctor/Clinic
- 27. Labor Union
- 28. Vocational School
- 29. Friend or Relative
- 30. Other Student in Program
- 31. Previous Enrollment
- 32. Other: Specify _____

39. Referred To (Check All Applicable)

PROGRAMS/AGENCIES

- 1. Admissions Office at This College
- 2. Community College Counselor
- 3. Department of Mental Health
- 4. Department of Health & Human Services
- 5. Employment Security Commission
- 6. Four-Year College/University

7. Human Resources Development (HRD)

Referred To (Continued)

- 8. Job-Link Career Center
- 9. Literacy Council
- 10. Other Community-Based Literacy Program
- 11. Other Community/Junior College
- 12. Private Educational/Industrial Training
- 13. Public School Program
- 14. Social Security Administration
- 15. Vocational Rehabilitation

40. Reason Student Returned (Check All Applicable)

- 1. SNGO - Set New Goals/Objectives
- 2. RC - Resolved Conflict
- 3. RI - Renewed Interest
- 4. SW- Seasonal Worker
- 5. OTH - Other: Specify _____

Date Student Returned __/__/__

41. Follow-Up/Reasons for Separation (Check One)

- 1. Separation Reason Unknown
 - 2. Follow-Up Attempted, No Info. Available
- Separation Date** __/__/__

42. Reasons Student Separated Before Completing a Level or Goal (Check All Applicable)

- 1. Changed Address or Left Area
- 2. Child-Care Problem
- 3. Class Closed
- 4. Death
- 5. Employment Conflict
- 6. Family Problem
- 7. Financial Problem
- 8. Health Problem
- 9. Instruction Not Helpful
- 10. Lack of Interest
- 11. Location of Class
- 12. Program Not Appropriate, Referred
- 13. Time the Class or Program was scheduled
- 14. Transferred - Inmate
- 15. Transferred - Military
- 16. Transferred - Other Institutionalized Adult
- 17. Transferred - Other Community College
- 18. Transportation Problem

Interview Conducted by _____

Interviewer's ID # (Optional) _____

Comment _____

Student Signature _____

Date _____ (Revised 05/26/09)

**North Carolina Community College System
Literacy Education Information System (LEIS) – Student Optional Items**

NAME _____ STUDENT SOCIAL SECURITY # _____ ENROLLMENT DATE _____
(Last) (First) (MI/M) COLLEAGUE ID # _____ SECTION # _____

19. 0 Other

TEST CODES

26. WONDQUAN WONDERLIC Quantitative
27. WONDVERB WONDERLIC Verbal

PLACEMENT TESTS

1. BESTLITR BEST Literacy
2. BESTORAL BEST Oral
3. BESTPLUS BEST Plus
4. CASASMATH All CASAS Math
5. CASASREAD All CASAS Read/Comp
6. CASASWRIT All CASAS Writing
7. CASESLLIST CASAS ESL Listening
8. CASESLREAD CASAS ESL Reading
9. CASESLWRIT CASAS ESL Writing
10. NON-PLACEMENT any test not used for placement
11. TABECELEL TABE CLAS-E Listening
12. TABECLER TABE CLAS-E Reading
13. TABECLES TABE CLAS-E Speaking
14. TABECLETLS TABE CLAS-E Total Listening and Speaking
15. TABECLETRW TABE CLAS-E Total Reading and Writing
16. TABECLEW TABE CLAS-E Writing
17. TABELANG TABE Language
18. TABEREADE TABE Reading
19. TABETOMA TABE Total Math
20. TABSURLANG TABE Survey Language
21. TABSURREAD TABE Survey Reading
22. TABSURTOMA TABE Survey Total Math
23. WKEYSAMAT Work Keys – Applied Math
24. WKEYSRFIN Work Keys – Reading for Information
25. WKEYSWRIT Work Keys – Writing Skills

NON-PLACEMENT TESTS

1. GED Practice Test – Language Arts, Reading
2. GED Practice Test – Writing Skills
3. GED Practice Test - Math
4. GED Practice Test - Science
5. GED Practice Test – Social Studies
6. GED Practice Test – Total/Composite
7. GED Test – Language Arts, Reading
8. GED Test – Writing Skills
9. GED Test - Math
10. GED Test - Science
11. GED Test – Social Studies
12. GED Test – Total/Composite
13. GED Test – English Proficiency
14. NC Competency Test Reading
15. NC Competency Test Writing
16. NC Competency Test Math
17. OTHER Test – Any test not listed here

Interview Conducted by _____ Interviewer's ID # (Optional) _____
Comment _____
Student Signature _____ Date _____ (Revised 05/26/09)

**North Carolina Community College System
Literacy Education Information System (LEIS) – Test and Component Codes**

North Carolina Community College System
Literacy Education Information System (LEIS) – Test and Component Codes

NRS Placements and Score Ranges

1. ABE Beginning Literacy (TABE Reading \leq 367, TABE Total Math \leq 313, TABE Language \leq 389, CASAS Reading \leq 200, CASAS Math \leq 200, CASAS Writing \leq 200)
2. ABE Beginning Basic Education Literacy (TABE Reading 368-460, TABE Total Math 314-441, TABE Language 390-490, CASAS Reading 201-210, CASAS Math 201-210, CASAS Writing 201-225)
3. ABE Intermediate Low (TABE Reading 461-517, TABE Total Math 442-505, TABE Language 491-523, CASAS Reading 211-220, CASAS Math 211-220, CASAS Writing 226-242, Wonderlic Verbal 175-255, Wonderlic Quantitative 170-245)
4. ABE Intermediate High (TABE Reading 518-566, TABE Total Math 506-565, TABE Language 524-559, CASAS Reading 221-235, CASAS Math 221-235, CASAS Writing 243-260, WorkKeys Reading for Information 75-78, WorkKeys Writing 75-77, WorkKeys Applied Mathematics 75-77, Wonderlic Verbal 260-340, Wonderlic Quantitative 250-325)
5. Adult Secondary Low (TABE Reading 567-595, TABE Total Math 566-594, TABE Language 560-585, CASAS Reading 236-245, CASAS Math 236-245, CASAS Writing 261-270, WorkKeys Reading for Information 79-81, WorkKeys Writing 78-85, WorkKeys Applied Mathematics 78-81, Wonderlic Verbal 345-500, Wonderlic Quantitative 330-500)
6. Adult Secondary High (TABE Reading \geq 596, TABE Total Math \geq 595, TABE Language \geq 586, CASAS Reading \geq 246, CASAS Math \geq 246, CASAS Writing \geq 271, WorkKeys Reading for Information 82-90, WorkKeys Writing 86-90, WorkKeys Applied Mathematics 82-90)
7. ESL Beginning Literacy (CASAS Reading \leq 180, CASAS Listening \leq 180, BEST Oral 0-15, BEST Plus \leq 400, BEST Literacy 0-20, TABE CLAS-E Reading 250-392, TABE CLAS-E Writing 200-396, TABE CLAS-E Total Reading & Writing 225-394, TABE CLAS-E Listening 230-389, TABE CLAS-E Speaking 231-425, TABE CLAS-E Total Listening & Speaking 230-407)
8. ESL Beginning Low (CASAS Reading 181-190, CASAS Listening 181-190, CASAS Writing 136-145, BEST Oral 16-28, BEST Plus 401-417, BEST Literacy 21-52, TABE CLAS-E Reading 393-436, TABE CLAS-E Writing 397-445, TABE CLAS-E Total Reading & Writing 395-441, TABE CLAS-E Listening 390-437, TABE CLAS-E Speaking 426-460, TABE CLAS-E Total Listening & Speaking 408-449)
9. ESL Beginning High (CASAS Reading 191-200, CASAS Listening 191-200, CASAS Writing 146-200, BEST Oral 29-41, BEST Plus 418-438, BEST Literacy 53-63, TABE CLAS-E Reading 437-476, TABE CLAS-E Writing 446-488, TABE CLAS-E Total Reading & Writing 442-482, TABE CLAS-E Listening 438-468, TABE CLAS-E Speaking 461-501, TABE CLAS-E Total Listening & Speaking 450-485)
10. ESL Intermediate Low (CASAS Reading 201-210, CASAS Listening 201-210, CASAS Writing 201-225, BEST Oral 42-50, BEST Plus 439-472, BEST Literacy 64-67, TABE CLAS-E Reading 477-508, TABE CLAS-E Writing 489-520, TABE CLAS-E Total Reading & Writing 483-514, TABE CLAS-E Listening 469-514, TABE CLAS-E Speaking 502-536, TABE CLAS-E Total Listening & Speaking 486-525)
11. ESL Intermediate High (CASAS Reading 211-220, CASAS Listening 211-220, CASAS Writing 226-242, BEST Oral 51-57, BEST Plus 473-506, BEST Literacy 68-75, TABE CLAS-E Reading 509-557, TABE CLAS-E Writing 521-555, TABE CLAS-E Total Reading & Writing 515-556, TABE CLAS-E Listening 515-549, TABE CLAS-E Speaking 537-567, TABE CLAS-E Total Listening & Speaking 526-558)
12. ESL Advanced (CASAS Reading 221-235, CASAS Listening 221-235, CASAS Writing 243-260, BEST Oral 58-64, BEST Plus 507-540, BEST Literacy 76-78, TABE CLAS-E Reading 558-588, TABE CLAS-E Writing 556-612, TABE CLAS-E Total Reading & Writing 557-600, TABE CLAS-E Listening 550-607, TABE CLAS-E Speaking 568-594, TABE CLAS-E Total Listening & Speaking 559-600)