NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
R. Scott Ralls, Ph.D.
President

MEMORANDUM

TO: Basic Skills Directors

FROM: Alan Tucker, Ed.D.
            Director of Program Quality and Accountability
            College and Career Readiness Department

DATE: June 20, 2014

SUBJECT: LEIS Data Sheets and Basic Skills Instructor Access to Student Information

The United States Department of Education (USDOE) recently clarified their requirements for instructor access to student information and storage of data sheets. They have always required that all programs use the same standardized form for collecting literacy data, but they have recently stated that the standardized forms do not need to be stored in classroom files as long as instructors have access to student demographic, testing, and progress information.

1. **All programs must use the same paperwork for collecting literacy data.**
   This means that all programs should be using the most up-to-date LEIS forms (see attached) in their programs to ensure that all elements required by the Office of Career, Technical, and Adult Education (OCTAE) are being collected. This form can be stored in a master file system and does not have to be stored in classrooms. If OCTAE were to visit local programs, they would check the master file for the data collection paperwork, not the student classroom files.

2. **Each instructor should have access to their students' demographic, testing, and progress information.**
   This ensures that instructors have support and direction for their students' educational paths. The clarification allows this requirement to be accomplished via methods of tracking other than the LEIS form itself. Many programs have previously utilized a variety of forms and processes to share student demographic information with instructors and to help instructors track student progress. This update allows those programs to employ tracking methods which best aid their instructors.

If you have any questions regarding this update then please contact Alan Tucker at
tuckera@nccommunitycolleges.edu.

c: CC Presidents   **CC14-019**
    CC Continuing Education Officers   **Email Copy**
    CC Chief Academic Officers

NAME _____
           (Last)   (First)   (Middle/Maiden)

STUDENT SOCIAL SECURITY # __ __ __ - __ __ - __ __ __ __   **OR**   **INDIVIDUAL TAXPAYER ID #** __ __ __ - __ __ - __ __ __ __

STUDENT COLLEAGUE ID # (CC only)_____

OFFICE USE ONLY: Course/section # (CC only)_____

INTAKE DATE __ __/__ __/__ __ __ __

(Initial date when student first attends the intake process or returns after exited for more than 90 days. Leave blank for continuing students.)

1. **Mailing Address** _____

   Address Line 2 _____

   City _____ **State** __ __ (postal abbreviation)

   Zip Code __ __ __ __ __   **County** _____

2. **Home Telephone** (__ __ __) __ __ __ - __ __ __ __

   Cell Telephone (__ __ __) __ __ __ - __ __ __ __

3. **Birth Date** __ __/__ __/__ __ __ __   **4. Gender** ___ M ___ F
         (Month/Day/Year)

5. **Ethnicity** (Select one.)
   ___ 1. Hispanic/Latino   ___ 2. Non- Hispanic/Non-Latino

   Race (Select at least one.)
   ___ 1. American Indian/Alaska Native ___ 2. Asian ___ 3. White
   ___ 4. Black or African-American ___ 5. Hawaiian/Pacific Islander

6. **Schooling History**
   Last Secondary/Elementary School Attended _____
   Location _____
   Date Last Attended Secondary/Elementary School __ __/ __ __ __ __
                                            Mo.   Year

7. **Highest Educational Level at Entry**
   ___ Never attended school
   ___ No diploma (Enter 1 – 11 for last grade completed)
   ___ High school graduate/Grade 12 completed
   ___ GED graduate
   ___ Adult High School graduate
   ___ Post high school vocational diploma
   ___ Associate degree
   ___ Bachelor degree
   ___ Master degree or higher
   ___ Unknown

8. **Country of Last School Attended**
   ___ US based schooling
   ___ Non-US based schooling

9. **Employment Status at Entry**
   ___ FT - Employed full-time ___PT - Employed part-time
   ___ UN - Unemployed but <u>not</u> currently seeking work
   ___ US - Unemployed and currently seeking work

10. **Disability Status** (Check only if applicable.)
    ___ Learning disabled
    ___ Other disability

11. **Email Address:** _____

<u>**DMV Certification – Community College Only**</u>

12. **NC Residents Under Age 18**
    Driver's License Number _____ State of Issue __ __
    Date of Issue __ __ / __ __ / __ __ __ __

IF REQUIRED BY YOUR COLLEGE/ORGANIZATION:

Interview conducted by: _____ **Comments:** _____

Student Signature: _____ 2/20/2013

NAME _____

(Last)   (First)   (Middle/Maiden)

STUDENT SOCIAL SECURITY # _ _ _ _ - _ _ _ _ - _ _ _ _ _   **OR**   **INDIVIDUAL TAXPAYER ID #** _ _ _ _ - _ _ _ _ - _ _ _ _ _

STUDENT COLLEAGUE ID # (CC only)_____

Separation Date: _ _ /_ _ _/_ _ _ _ _
Leave blank for continuing students.

OFFICE USE ONLY: Course/section # (CC only)_____

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13. Student Data (To be completed by faculty/staff – Check **all** items that apply.)

___ Basic Skills Plus student
___ Community Correctional Program (A community-based rehabilitation facility or halfway house)
___ Compensatory Education student
___ Correctional Facility (Prison, jail, or other institution for criminal offenders)
___ Dislocated Worker
___ Displaced Homemaker
___ Distance Learning student (greater than 51% contact hours)
___ EL Civics student
___ Family Literacy student
___ Homeless Program student
___ Low income
___ Other Institutionalized Program (Any other medical or special institution)
___ Pathways to Employment student
___ Project IDEAL student
___ Public assistance recipient
___ Resident in rural area (rural areas have less than 2500 inhabitants and located outside urbanized area)
___ Single Parent
___ Work-based Project Learner Program (must meet federal definition of this program)
___ Workplace Literacy student
___ Other _____(Reserved for special programs designated by the state.)

Adult High School Only (update #16 - #19 each program year)

14. HS credits required to graduate   _____
15. # AHS credits transferred in   _____
16. # AHS credits earned this program year (July 1 – June 30)   _____
17. Date first AHS course was attempted this program year _ _ /_ _ _/_ _ _ _ _
18. Date first AHS course was completed this program year _ _ /_ _ _/_ _ _ _ _
19. Date AHS diploma was earned   _ _ /_ _ _/_ _ _ _ _

20. NRS Secondary Goals and Achievements

Check applicable goal/s √	NRS Secondary Goals and Achievement (Check any that apply.)	Date Goal Met
	1. Achieve work-based project learning goal (must meet federal criteria)	_ _/_ _/_ _ _ _
	2. Leave public assistance	_ _/_ _/_ _ _ _
	3. Achieve citizenship skills	_ _/_ _/_ _ _ _
	4. Increase involvement in children's education	_ _/_ _/_ _ _ _
	5. Increase involvement in children's literacy activities	_ _/_ _/_ _ _ _
	6. Vote or register to vote	_ _/_ _/_ _ _ _
	7. Increase involvement in community activities	_ _/_ _/_ _ _ _

21. Placement and Progress Test Scores – NRS-Approved Standardized Tests Only

Date	Test	Component	Scale Score	Level/Form	EFL
_ _ / _ _ / _ _ _ _	_____	_____	_____	_____	_____
_ _ / _ _ / _ _ _ _	_____	_____	_____	_____	_____
_ _ / _ _ / _ _ _ _	_____	_____	_____	_____	_____
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_ _ / _ _ / _ _ _ _	_____	_____	_____	_____	_____
_ _ / _ _ / _ _ _ _	_____	_____	_____	_____	_____
_ _ / _ _ / _ _ _ _	_____	_____	_____	_____	_____

3/20/2013

NAME _____

| (Last) | (First) | (Middle/Maiden) |

STUDENT SOCIAL SECURITY # __ __ __ - __ __ - __ __ __ __   **OR**   **INDIVIDUAL TAXPAYER ID #** __ __ __ - __ __ - __ __ __ __

STUDENT COLLEAGUE ID # (CC only)_____   OFFICE USE ONLY: Course/section # (CC only)_____

**REQUIRED FOR ACCELERATING OPPORTUNITY COLLEGES /
OPTIONAL FOR OTHER PROGRAMS**

22. Enrollment Date ___ ___ / ___ ___ / ___ ___ ___ ___

23. AO Pathway _____

24. Occupation at Program Entry, if employed _____

25. First Generation Postsecondary Student
__ Yes   __ No

26. Tuition and Fee Waiver if other than Basic Skills Plus
__ Yes   __ No

27. Marital Status (Check one.)
___ Married
___ Single
___ Divorced
___ Widowed
___ Separated

28. Citizenship (Check one.)
___ U – US Citizen
___ E – Eligible Legal Alien
___ N – Naturalized Citizen
___ A – Non-Resident Alien

29. 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 _____

3/20/2013

TEST CODES
PLACEMENT TESTS

1. BESTLITR BEST Literacy
2. BESTPLUS BEST Plus
3. CASASMATH All CASAS Math
4. CASASREAD All CASAS Read/Comp
5. CASASWRIT All CASAS Writing
6. CASESLLIST CASAS ESL Listening
7. CASESLREAD CASAS ESL Reading
8. CASESLWRIT CASAS ESL Writing
9. TABECLEL TABE CLAS-E Listening
10. TABECLER TABE CLAS-E Reading
11. TABECLES TABE CLAS-E Speaking
12. TABECLETLS TABE CLAS-E Total Listening and Speaking
13. TABECLETRW TABE CLAS-E Total Reading and Writing
14. TABECLEW TABE CLAS-E Writing
15. TABELANG TABE Language
16. TABEREAD TABE Reading
17. TABETOMA TABE Total Math
18. TABSURLANG TABE Survey Language
19. TABSURREAD TABE Survey Reading
20. TABSURTOMA TABE Survey Total Math
21. WKEYSAMAT Work Keys – Applied Math
22. WKEYSRFIN Work Keys – Reading for Information
23. WONDQUAN WONDERLIC GAIN Quantitative
24. WONDVERB WONDERLIC GAIN Verbal

NRS Placements and Score Ranges

1. ABE Beginning Literacy (TABE Reading ≤ 367, TABE Total Math ≤ 313, TABE Language ≤ 389, CASAS Reading ≤ 200, CASAS Math ≤ 200, CASAS Writing ≤ 200). Wonderlic GAIN English 200-406, Wonderlic GAIN Math 200-314
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), Wonderlic GAIN English 407-525, Wonderlic GAIN Math 315-522
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 GAIN English 526-661, Wonderlic GAIN Math 523-669
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 Applied Mathematics 75-77, Wonderlic GAIN English 662-746, Wonderlic GAIN Math 670-775

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 Applied Mathematics 78-81, Wonderlic GAIN English 747-870, Wonderlic GAIN Math 776-854

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 Applied Mathematics 82-90), Wonderlic GAIN English 871--1000, Wonderlic GAIN Math 855-1000

7. ESL Beginning Literacy (CASAS Reading $\leq$ 180, CASAS Listening $\leq$ 180, BEST Plus $\leq$ 400, BEST Literacy $\leq$ 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 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 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 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 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 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)

Exit Criteria from Advanced ESL

CASAS Reading and Listening $\geq$ 236; CASAS Writing $\geq$ 261 (Entry into ASE)

TABE CLAS-E Reading $\geq$588; TABE CLAS-E Writing $\geq$612, Total   TABE CLAS-E Reading and Writing $\geq$600, TABE CLAS-E Listening $\geq$607, TABE CLAS-E Speaking $\geq$594, Total TABE CLAS-E Listening and Speaking $\geq$ 600 (TABE CLAS-E is exit criteria; must retest to determine ABE or ASE placement)

BEST Plus $\geq$ 541(BEST Plus is exit criteria; must retest to determine ABE or ASE placement)

BEST Literacy – no exit criteria