# APPENDIX B.    ADULT ED PROVIDER RECORDS

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# Connecting Adults to Success: Evaluation of Career Navigator Training

## Adult Education Provider Records

OMB Number:

Expiration Date:

**Student-level adult education provider records - requested variables**

This document includes a list of requested variables for student-level records from adult education provider's internal databases, in three categories: student characteristics, educational history, and course/program information.

| Student characteristics | Description |
|---|---|
| Student ID or other variable required for linking across files | Identifier used by adult education program |
| First name, Last name | First name, Last name |
| Social security number | Social security number |
| Date of birth | Date of birth |
| Gender | Gender |
| Race | Race, as collected by the programs |
| Ethnicity | Hispanic vs. non-Hispanic |
| US citizen | Learner is a US citizen (Yes/No) |
| Native English speaker | Learner is a native English speaker (Yes/No) |
| Marital status | Marital status |
| Number of biological children | Number of biological children |
| Number of custodial children under age 18 | Number of children under age 18 for which the learner has primary custody |
| Disability status | Learner self-identified as having a disability (Yes/No) |
| Residence | Place of primary residence (city and state, zip code, county) |
| Employment status at enrollment | Employment status (e.g., part-time, full-time, not employed) at the time of enrollment in adult education program |
| Income at enrollment (salary or wage information) | Income or wage at all jobs at the time of enrollment in adult education program |

| Educational history | Description |
|---|---|
| High school completion status | Learner completed high school l(Yes/No) |
| High school equivalency certificate | Learner certificate type (if any) for high school equivalency certificate |
| Date of high school graduation or high school equivalency certificate | Month and year of high school graduation or high school equivalency certificate |
| Highest grade completed | Highest grade completed |
| Foreign trained | Learner received primary education outside of the US (yes/no) |
| Other degrees held | Other degrees obtained by the learner outside of adult education setting |

| Adult Education Course and Program information | Description |
|---|---|
| Year of first enrollment in adult education | Year of first enrollment in adult education |

| | |
|---|---|
| Enrollment in adult education program types (e.g., IET) | Names of adult education programs the learner is enrolled in |
| Course name | Name of adult education course |
| Course instruction type (e.g., ABE, ASE, ESL, IET, IELCE) | Category of instruction based on standard adult education categories |
| Course level | Level of course |
| Course ID | Course ID |
| Course dates | Dates of course enrollment |
| Course total hours completed | Course total hours completed |
| Course completion status | Course completion status (e.g., complete, dropped out, still enrolled) |
| Course credit (when relevant) | Course credits received |
| Short course description | Short course description |
| Education functioning assessment | Education functioning assessment taken (e.g., TABE, CASAS) |
| Education functioning assessment scores | Score on education functioning assessment |
| Score on high-school equivalency test taken at adult education provider | Score on high-school equivalency test taken at adult education provider |
| Credentials, or certificates received from adult education | Credentials, or certificates received from adult education |