**APPENDIX B. ADULT ED PROVIDER RECORDS**

**This page has been left blank for double-sided copying.**

**Connecting Adults to Success: Evaluation of Career Navigator Training**

**Adult Education Provider Records**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is [xxxx-xxxx]. The time required to complete this information collection is estimated to average 240 minutes.. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202. If you have comments or concerns regarding the content or the status of your individual submission of this form, write directly to: U.S. Department of Education, Institute of Education Sciences, 550 12th Street, SW, Washington, DC 20202.

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 |