

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 (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