

Data Collection Requirements
Student Data Summary Form/Screen-Shot

The **required Basic Student Information** and **New Student Information** data elements listed on this form must be included on your agency's Student Data Summary Form or Screen-Shot.

If your agency does not have a Student Data Summary Form or Screen-Shot, you may use the **Example Student Intake Form** found on the website at:
<http://www.fldoe.org/workforce/dwdgrants/adulted.asp>.

The form submitted by your agency must also be used by any sub-contracted service providers of your agency.

STUDENT DATA SUMMARY FORM ELEMENTS	
Basic Student Information	New Student Information for 2013-2014 Collection and Reporting
<u>Required</u> Name Address Date of Birth Enrollment date Separation date Attendance hours/Dates(Weekly/Monthly) Functioning levels <u>Assessment Data</u> Test Name Test Form Test Level Test Date Test Score <u>Recommended</u> SSN Phone E-mail (for on line access) Gender Race/Ethnicity	<u>New Requirements</u> <u>Level of Schooling</u> No schooling Grades 1-5 Grades 6-8 Grades 9-12 no diploma High school diploma GED® equivalency diploma Some college, no degree (AA and Certificates College or Professional Degree; AS, AAS, Bachelors, Masters, Doctorial degrees Unknown <u>Origin of Schooling</u> Not US Based US Based Unknown
Participant Status (student <u>must</u> select One)	Program type (student <u>must</u> select all that apply)
Employed Unemployed Not in Labor Force	ABE ASE/AHS/GED® ESL/ESOL
Environment Type (if applicable)	Institutional Programs (if applicable)
Family literacy Workplace literacy Homeless Work-based project learner	Disability information On Public Assistance Living in Rural Area Correctional