**12-E: Student Data Summary/Screen-Shot**

**Data Collection Requirements for NRS Reporting**

The **required** **Basic Student Information** data elements listed on this form must be included on your agency’s Student Data Summary Form or Screen-Shot. Programs may collect additional data but these data elements must be collected for federal NRS reporting. Please see the appropriate data handbooks for additional details on the specific reporting requirements.

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/academics/career-adult-edu/funding-opportunities/adult-edu-family-literacy.stml>.

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

|  |
| --- |
| **STUDENT DATA SUMMARY FORM ELEMENTS** |
| **Basic Student Information** |
| **Required**NameAddress PhoneEmail (for on line access)Date of BirthEnrollment dateSeparation dateSigned Release of Information on FileGenderRaceEthnicitySSN (If available)**Assessment Data**Test NameTest FormTest LevelTest DateTest Score | **Background Data**Youth in Foster CareSingle Parent/PregnantEmployment BarriersEx-offenderLow IncomeMigrant or Seasonal Worker or DependentHomelessDisplaced HomemakerOn Public AssistanceHighest School Grade CompletedLocation of SchoolingEmployment Status |
| **Institutional Programs**(if applicable) | **Program type**(student must select all that apply) |
| Correctional FacilityCommunity Correctional ProgramOther Institutional Setting | ABEAdult Secondary Education (AHS, HSED)ESOLAttendance Hours |