**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.

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| **STUDENT DATA SUMMARY FORM ELEMENTS** | |
| **Basic Student Information** | |
| **Required**  Name  Address  Phone  Email (for on line access)  Date of Birth  Enrollment date  Separation date  Signed Release of Information on File  Gender  Race  Ethnicity  SSN (If available)  **Assessment Data**  Test Name  Test Form  Test Level  Test Date  Test Score | **Background Data**  Youth in Foster Care  Single Parent/Pregnant  Employment Barriers  Ex-offender  Low Income  Migrant or Seasonal Worker or Dependent  Homeless  Displaced Homemaker  On Public Assistance  Highest School Grade Completed  Location of Schooling  Employment Status |
| **Institutional Programs**  (if applicable) | **Program type**  (student must select all that apply) |
| Correctional Facility  Community Correctional Program  Other Institutional Setting | ABE  Adult Secondary Education (AHS, HSED)  ESOL  Attendance Hours |