

Student Data Summary Form Data Collection Frequency and Requirements

This document is provided to assist in clarifying how frequently Adult General Education (AGE) students must be asked the items from the Student Data Summary Form as well as indicating which items for which a student must provide a response. Even if not using the Student Data Summary Form developed by the Division of Career and Adult Education (DCAE), all items must be asked of the student; however, due to the sensitive nature of select items (such as specific background questions on the second page of the form), students are to be given the items with an opportunity to self-select those items which are applicable. This document clarifies which questions a student must provide a response to.

Intake Form Item	District Data Element	College Data Element (DE)	Required for AGE/CTE	Collection Frequency	Value/Response Required (All questions MUST be asked. Designates if a response must be given by the student.)
First Name	Student Name, Legal	First Name (DE 1014)	Both	One time	Response Required
Middle Name (or Initial)	Student Name, Legal	Middle Name (DE 1016)	Both	One time	Response Required
Last Name	Student Name, Legal	Last Name (DE 1015)	Both	One time, updated as needed	Response Required
Social Security Number (if provided by student)	Social Security Number	Student Identification Number (DE 1021)	Both	One time	Required. See data element for guidance on students without an SSN provided.
Date of Birth	Birth Date	Student Birth Date (DE 1019)	Both	One time	Required. See data element for guidance on students without a DOB provided. Note: Students without a DOB provided will be excluded from NRS calculations
Gender	Gender	Gender (DE 1006)	Both	One time	Response Required ¹
Ethnicity	Ethnicity	Ethnicity - Hispanic/Latino (DE 1041)	Both	One time	Response Required

¹ Students enrolled in FCS institutions may elect not to identify a gender. Note: Students without a gender indicated are excluded from NRS calculations.

Intake Form Item	District Data Element	College Data Element (DE)	Required for AGE/CTE	Collection Frequency	Value/Response Required (All questions MUST be asked. Designates if a response must be given by the student.)
Race	Race: American Indian or Alaska Native; Race: Asian; Race: Black or African American; Race: Native Hawaiian or Other Pacific Islander; Race: White	Race - White (DE 1036); Race - Black/African American (DE 1037); Race - Asian (DE 1038); Race - American Indian/Alaskan Native (DE 1039); Race - Native Hawaiian/Pacific Islander (DE 1040)	Both	One time	Response Required
Highest School Grade Completed	Highest School Grade Completed	CAE Level of Schooling Achieved (DE 1064)	Both	Once a year	Response Required
Where (highest school grade completed) was achieved	Origin of Schooling, Adult	Adult Origin of Schooling (DE 1048)	Both	Once a year	Response Required
Employment Status	Employment Status	AGE Employment Status (DE 1062)	AGE	Each term	Response Required
Youth in Foster Care	Adult Fee Status	Course Fee Kind (DE 3006)		Each term	Self-Selected
Single Parent	Single Parent and Pregnant Woman	CAE Single Parent (DE 1058)	Both ²	Each term	Self-Selected
Single Pregnant Woman	Single Parent and Pregnant Woman	CAE Single Parent (DE 1058)	Both ²	Each term	Self-Selected

² For students enrolled in FCS Institutions, reporting of this data element for CTE students is not mandatory until Fall Term (2E) 2017.

Intake Form Item	District Data Element	College Data Element (DE)	Required for AGE/CTE	Collection Frequency	Value/Response Required (All questions MUST be asked. Designates if a response must be given by the student.)
Perceived Employment Barriers	Adult General Education, Employment Barriers	AGE Employment Barriers (DE 1062)	AGE	Each term	Self-Selected
Previously or currently subject to any stage of the criminal justice process	Adult General Education, Ex-Offender	AGE Ex-Offender (DE 1060)	AGE	Each term	Self-Selected
Low-income individual (or their dependent) employed primarily in farming currently unemployed or finding difficulty obtaining work for 12 months out of the last two years	Adult General Education, Migrant and Seasonal Farmworker	AGE Migrant/ Seasonal Farm Worker (DE 1063)	AGE	Each term	Self-Selected
Migrant or seasonal farmworker (or their dependent)	Adult General Education, Migrant and Seasonal Farmworker	AGE Migrant/ Seasonal Farm Worker (DE 1063)	AGE	Each term	Self-Selected
Homeless without a fixed, regular nighttime residence	Adult General Education, Homeless Individuals or Runaway Youth	AGE Homeless/ Runaway (DE 1061)	AGE	Each term	Self-Selected
Homeless but staying in non-traditional housing	Adult General Education, Homeless Individuals or Runaway Youth	AGE Homeless/ Runaway (DE 1061)	AGE	Each term	Self-Selected

Intake Form Item	District Data Element	College Data Element (DE)	Required for AGE/CTE	Collection Frequency	Value/Response Required (All questions MUST be asked. Designates if a response must be given by the student.)
Child of migrants who have changed school districts in the last 3 years due to parents' seasonal employment	Adult General Education, Homeless Individuals or Runaway Youth	AGE Homeless/ Runaway (DE 1061)	AGE	Each term	Self-Selected
Previously unemployed or underemployed while caring for home and family (unpaid)	Displaced Homemaker	CAE Displaced Homemaker (DE 1059)	Both ²	Each term	Self-Selected
Previously supported by public assistance or family, and now unemployed or underemployed	Displaced Homemaker	CAE Displaced Homemaker (DE 1059)	Both ²	Each term	Self-Selected
Parent of a child within two years of no longer receiving TANF (formerly AFDC)	Displaced Homemaker	CAE Displaced Homemaker (DE 1059)	Both ²	Each term	Self-Selected
Unemployed dependent spouse of a member of the Armed Forces on active duty or is deceased or disabled as a result of military service Student currently eligible to receive Temporary Assistance for Needy Families (TANF) under Part A Title IV of the Social Security Act, however the student's eligibility will be exhausted within two years of current reporting year	Displaced Homemaker AGE, Income Barriers	CAE Displaced Homemaker (DE 1059) AGE Income Status – Exhausting TANF (DE 1066)	Both ² AGE	Each term Start of Reporting Period	Self-Selected Self-Selected

Intake Form Item	District Data Element	College Data Element (DE)	Required for AGE/CTE	Collection Frequency	Value/Response Required (All questions MUST be asked. Designates if a response must be given by the student.)
Student has been unemployed for 27 weeks or more at the time of entry in the current reporting year	AGE, Income Barriers	AGE Income Status – Long-Term Unemployed (DE 1067)	AGE	Start of Reporting Period	Self-Selected
Student self-identifies as having a low income at the time of entry in the current reporting year under any of the following (see Intake Form for full list)	AGE, Income Barriers	AGE Income Status – Low Income (DE 1068)	AGE	Start of Reporting Period	Self-Selected