**12-E: Student Data Summary**

**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. 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.

Your agency must submit your actual Student Data Summary Form. A sample **Student Data Summary Form** is available 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.

**Important Reminder:** The data elements listed on the student data summary document only include those required for federal accountability reporting. This does not represent all data required to be collected from students enrolled in district and college Adult Education Programs.

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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 Data1**  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 |

1Items in the Background Data section, with an \*, must have a selection identified by the student. All other items in this section must be included on the intake form or system, but a student is not required to complete.