2024-25 CBO Adult Course Format

This format is reported four times per year using the Survey Period Codes:

- 11 (Preliminary data – Students Enrolled as of July 1st)
- 1 (July – September 30 enrollments)
- 2 (October – February enrollments)
- 3 (March – June enrollments)

Submit a separate record in the reporting periods noted above for each student enrolled in an Adult Education course at any time during the relevant reporting period.

KEY FIELDS:

Item No.	From-To	Size	Field Characteristics	Excel Field Format	Field Name	Field Description
1	1-3	3	N	General	CBO_NUM	Community Based Organization Number
1A	4-7	3	N	General	INSTITUTIONAL_SITE	Institutional Site
2	8-11	4	N	General	YEAR	Reporting Year
3	12-13	2	N	General	SURVEY	Survey Period Code
4	14-23	10	A/N	Text	STUDENT_ID	Student Number Identifier
5C	24-30	7	A/N	Text	VOC_PROGRAM_CODE	Adult General Education/CTE Program Code
18C	31-37	7	N	Text	IET_PROGRAM_CODE	Integrated Education and Training (IET) Program Number
6C	38-44	7	A/N	Text	COURSE	Course Number
19C	45-49	5	A/N	Text	SECTION	Section Number
16C	50-57	8	N	Date (*3/14/2012)	PCS_ENTRYDATE	Date of Entry, Program/Course
17C	58-65	8	N	Date (*3/14/2012)	PCS_EXITDATE	Date of Exit, Program/Course

Item No.	From-To	Size	Field Characteristics	Excel Field Format	Field Name	Field Description
8C	66-66	1	A/N	Text	ONLINE_INSTR	Online Course Delivery Indicator
11C	67-70	4	N	General	CONTACT_HOURS	Student Instructional Hours
12C	71-71	1	A/N	Text	FACILITY_TYPE	Correctional Facility Type
13C	72-74	3	A/N	Text	DIPLOMA_TYPE	Diploma Type
14C	75-82	8	N	Date (*3/14/2012)	DIPLOMA_DATE	Diploma Date
20C	83-83	1	A/N	Text	SUBJECT_AREA1	Adult Educational Functioning Level Subject Area 1
21C	84-87	4	A/N	Text	PRETESTID1	Pre-Test ID 1
22C	88-91	4	A/N	Text	POSTTESTID1	Post-Test ID 1
20C	92-92	1	A/N	Text	SUBJECT_AREA2	Adult Educational Functioning Level Subject Area 2
21C	93-96	4	A/N	Text	PRETESTID2	Pre-Test ID 2
22C	97-100	4	A/N	Text	POSTTESTID2	Post-Test ID 2
20C	101-101	1	A/N	Text	SUBJECT_AREA3	Adult Educational Functioning Level Subject Area 3
21C	102-105	4	A/N	Text	PRETESTID3	Pre-Test ID 3
22C	106-109	4	A/N	Text	POSTTESTID3	Post-Test ID 3