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## **MEMORANDUM**

**TO:** District Adult General Education Directors  
Florida College System Adult General Education Directors  
Community-Based Organizations Adult General Education Directors

**FROM:** Henry Mack, Chancellor for Career and Adult Education *H. Mack*

**DATE:** November 26, 2019

**SUBJECT: NRS Data Collection Updates**

In July 2019, staff from the U.S. Department of Education's Office of Career, Technical, and Adult Education (OCTAE) conducted a full Adult Education program review and technical assistance visit in Florida. The Florida Department of Education (FDOE) is implementing required changes to data collection and reporting for National Reporting System (NRS) programs based on findings and required changes identified in the final monitoring report. Below is a summary of the reporting changes and the required timeline for implementation.

### **Special Populations Data Collection**

FDOE currently identifies several special populations using a data matching process. OCTAE has indicated that the state must also allow students to self-identify as one of the special populations during program intake. The three special populations impacted are Exhausting Temporary Assistance for Needy Families (TANF) within two years, Low Income Individuals, and Long-Term Unemployed. Please see the attached document for additional information on these special populations. All agencies must update their intake processes to begin collection by the Survey S (District) or Term 3 (FCS/CBO) data collection window for 2019-20. To assist, an updated sample student data summary form and crosswalk have been posted on the following page: <http://www.fldoe.org/academics/career-adult-edu/adult-edu/resources.stml>.

### **Establishment of Initial Educational Functioning Level and Reporting of Learning Gains**

Based on information provided by OCTAE, FDOE has updated policies on establishing the educational functioning level when a student changes test series. Additionally, FDOE has

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Chancellor of Career and Adult Education

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updated the policies for reporting learning gains for English as a Second Language students to capture both reading and listening skill areas. The policy changes were presented during a webinar on October 14, 2019. A copy of the presentation, as well as a Q&A document, have been posted on the following page: <http://www.fldoe.org/academics/career-adult-edu/professional-dev.shtml>. Implementation of the changes is optional for agencies for 2019-20. All agencies must begin using the updated policies beginning with the 2020-21 reporting year.

If you have any questions, please contact Tara McLarnon at [Tara.McLarnon@fldoe.org](mailto:Tara.McLarnon@fldoe.org) or 850-245-9005.

HM/tm

Attachment