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January 17, 2012

MEMORANDUM

TO: Florida College Adult Education Directors

FROM: Kathleen Taylor,  Interim Chancellor, Division of Career and Adult Education

SUBJECT: New NRS Data Collection and Reporting Requirements for 2012-13

The purpose of this memorandum is to inform you of new adult education data collection and reporting requirements in the National Reporting System (NRS) for all colleges receiving federal adult education grant funds through the Adult Education and Family Literacy Act. These new requirements will take effect on **July 1, 2012** and will affect 2012-13 program year reporting. The new data reporting requirements fall into two categories: 1) student educational background and 2) instructor qualifications.

Student Educational Background

For each student in an NRS-eligible program,¹ (note that adult high school, co-enrolled, is not NRS-eligible) the highest degree or level of school completed upon entry into the program and the origin of this education (U.S. or abroad) must be collected and reported to the Florida College Student Data Base (SDB). Only one highest degree or level of school completed should be reported for each student. This data may be self-reported.

Two new data elements, Adult Student Level of Schooling and Adult Student Origin of Schooling, will be added to the SDB for the 2012-13 reporting year to accommodate the new

¹ NRS-eligible programs include Adult Basic Education, Adult High School, English Literacy for Career and Technical Education, English for Speakers of Other Languages, General Educational Development (GED), Pre-Applied Academics for Adult Education, and Pre-GED.

information. For each student, the highest degree or level of school completed will be reported as one of the following:

- No schooling
- Grades 1-5
- Grades 6-8
- Grades 9-12 (no diploma)
- High School Diploma or alternate credential
- GED
- Some college, no degree
- College or professional degree

The origin of the highest degree or level of schooling will reported as one of the following:

- U.S.-based
- Non-U.S.-based

EXAMPLE: An adult student enrolling in General Educational Development completed 7th grade in Belize, then 8th and 9th grade in the U.S. before dropping out. The student should be reported with a highest degree or level of school completed of “Grades 9-12 (no diploma)” and an origin of “U.S.-Based.”

The data will be aggregated and reported on NRS Table 6 (see Table 6 excerpt below). Please make plans to prepare for the collection of this student data in the 2012-13 program year.

NRS Table 6 Excerpt: New Student Educational Background Elements for 2012-13 Reporting

Highest Degree or Level of School Completed	U.S.- Based Schooling	Non-U.S.- Based Schooling
No schooling		
Grades 1-5		
Grades 6-8		
Grades 9-12 (no diploma)		
High School Diploma or alternate credential		
GED		
Some college, no degree		
College or professional degree		

Unknown		
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Instructor Qualifications

Beginning with the 2012-13 program year, the state will report adult education instructors' years of experience and teaching certifications to the NRS. Colleges will report this aggregated data to the state via the current web-based data collection system for NRS Table 7 (see Table 7 excerpt below).

NRS Table 7 Excerpt: New Instructor Qualification Elements for 2012-13 Reporting

Function (A)	Adult Education Personnel		Unpaid Volunteers (D)
	Total Number of Part-time Personnel (B)	Total Number of Full-time Personnel (C)	
Teachers' Years of Experience			
Less than one year			
One to three years			
More than three years			
Teacher Certificate			
Not reported			
Adult Education Certificate			
K-12 Certification			
Special Education Certification			
TESOL Certification			

For more information about all of the coming changes to NRS in 2012-13, go to <http://www.nrsweb.org/foundations/NRSChanges.aspx>. If you have any questions regarding NRS reporting changes, please contact Mark Baird by e-mail at mark.baird@fldoe.org or 850-245-9060.

Thank you.

KT/mb