TOPS

Tracking Of Programs and Students

EUUS-012

Agency # | Site #

Entry Record

1a Student Last Name | First | Middle | ( ) Phone Number

2 Instructor Name | 1b Student Address | City | State | Zip

Directions for marking answers
- Use No. 2 pencil only
- Do NOT use ink or ballpoint pen
- Make dark marks that fill rectangle completely
- Erase cleanly any answers you change

Right: ⓪ ■ ② ③
Wrong: ⓪ ① ② ③ / ⓪ ① ② ③

3 ★ STUDENT IDENTIFICATION

0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9

	Yes	No
Is this your Social Security #?	☐	☐
Is informed consent signed and granted?	☐	☐

4 GENDER
☐ Male
☐ Female

5 DATE OF BIRTH

MM	D	D	19	Y	Y
Jan ☐	0	0	■	0	0
Feb ☐	1	1	20	1	1
Mar ☐	2	2		2	2
Apr ☐	3	3		3	3
May ☐		4		4	4
Jun ☐		5		5	5
Jul ☐		6		6	6
Aug ☐		7		7	7
Sep ☐		8		8	8
Oct ☐		9		9	9
Nov ☐					
Dec ☐					

6 ★ HIGHEST YEAR OF SCHOOL COMPLETED

0	0
1	1
	2
	3
	4
	5
	6
	7
	8
	9

☐ Majority of my schooling was outside of U.S.

7 ★ HIGHEST DIPLOMA OR DEGREE EARNED (Mark one)
☐ None
☐ GED Certificate
☐ High School Diploma
☐ Technical/Certificate
☐ Some college, no degree
☐ A.A. / A.S. Degree
☐ 4 yr. College Graduate
☐ Graduate Studies
☐ Other

I earned the above outside of U.S. ☐

8a ETHNICITY (Mark one)
☐ Hispanic or Latino
☐ not Hispanic or Latino

8b RACE (Mark one or more)
☐ White
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ Filipino
☐ American Indian
☐ Alaska Native

9 NATIVE LANGUAGE (Mark one)
☐ English
☐ Spanish
☐ Vietnamese
☐ Chinese
☐ Hmong
☐ Cambodian
☐ Tagalog
☐ Korean
☐ Lao
☐ Russian
☐ Farsi
☐ Other

Name other

10 ★ DATE OF ENTRY INTO THIS CLASS

MM	D	D	20	1	Y
Jan ☐	0	0			0
Feb ☐	1	1	■	■	1
Mar ☐	2	2			2
Apr ☐	3	3			3
May ☐		4			4
Jun ☐		5			5
Jul ☐		6			6
Aug ☐		7			7
Sep ☐		8			8
Oct ☐		9			9
Nov ☐					
Dec ☐					

11 ★ INSTRUCTIONAL PROGRAM (Mark one)
☐ Basic Skills (ABE)
☐ ESL
☐ ESL / Citizenship
☐ Citizenship
☐ High School Diploma
☐ GED
☐ Spanish GED
☐ Career / Tech Ed
☐ Workforce Readiness
☐ Adults w / Disabilities
☐ Health & Safety
☐ Home Economics
☐ Parent Education
☐ Older Adults
☐ Other

12 Attainable Goal Within Program Year (Mark one in each column)

1	2	(1=Primary, 2=Secondary)
☐	☐	Improve basic skills
☐	☐	Improve English skills
☐	☐	H.S. Diploma / GED
☐	☐	Get a job
☐	☐	Retain job
☐	☐	Enter college or training
☐	☐	Work-based project
☐	☐	Family goal
☐	☐	U.S. Citizenship
☐	☐	Military
☐	☐	Personal goal
	☐	None
☐	☐	Other

13 SPECIAL PROGRAMS (Mark all that apply)
☐ None
☐ Jail
☐ Community Corrections
☐ State Corrections
☐ Homeless Program
☐ Family Literacy
☐ Workplace Ed.
☐ Tutoring
☐ Distance Learning
☐ Special Needs
☐ Alternative Ed. [K12]
☐ Non-traditional Training
☐ EL Civics
☐ Carl Perkins
☐ Other

14 PERSONAL STATUS (Mark all that apply or leave blank)
☐ TANF
☐ Other Public Assistance
☐ WIA I
☐ Rehabilitation
☐ Concurrently Enrolled in high school / K12
☐ Dislocated Worker
☐ Veteran
☐ Disabled
☐ Displaced Homemaker
☐ Single Parent
☐ Other

15 ★ LABOR FORCE STATUS (Mark one)
☐ Employed
☐ Unemployed
☐ Not employed and not seeking work
☐ Retired

16 HOME ZIP CODE

0	0	0	0	0
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9

17 ★ CLASS NUMBER

0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9

18 INSTRUCTIONAL LEVEL (Mark one)

ESL	Basic Skills (ABE)
☐ Beg. Literacy	☐ Beg. Literacy
☐ Beg. Low	☐ Beginning
☐ Beg. High	☐ Int. Low
☐ Int. Low	☐ Int. High
☐ Int. High	☐ ASE Low
☐ Advanced	☐ ASE High

19 SKILL LEVEL

T=Tech, S=Speak, L=Listening, R=Reading, M=Math, W=Writing

T	S	L	R	M	W
0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9
10	10	10	10	10	10

20 PROVIDER USE

A	B	C	D	E	F
0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

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* = required for TOPSpro software

TOPS

Tracking Of Programs and Students

EUUS-012

Agency # | Site #

Update Record

1a Student Last Name | First | Middle | Phone Number ( )

2 Instructor Name

1b Student Address | City | State | Zip

3 STUDENT IDENTIFICATION ★

4 DATE OF CLASS UPDATE ★

MM	D	D	20 1 Y
Jan	0	0	0
Feb	1	1	1
Mar	2	2	2
Apr	3	3	3
May		4	4
Jun		5	5
Jul		6	6
Aug		7	7
Sep		8	8
Oct		9	9
Nov			
Dec			

5 HOURS OF INSTRUCTION

6 INSTRUCTIONAL PROGRAM (Mark one) ★

- Basic Skills (ABE)
- ESL
- ESL / Citizenship
- Citizenship
- High School Diploma
- GED
- Spanish GED
- Career / Tech Ed
- Workforce Readiness
- Adults w / Disabilities
- Health & Safety
- Home Economics
- Parent Education
- Older Adults
- Other

7 STATUS (Mark one)

- Retained in program
- Left program
- No show or did not attend at least 12 hours

8 PROGRESS (Mark highest)

- Progressed within level or program
- Completed level or program
- Advanced to a higher level or program

9 LEARNER RESULTS (Mark all that apply)

WORK	PERSONAL / FAMILY	COMMUNITY	EDUCATION
Got a job	Increased involvement in children's education	Achieved U.S. Citizenship skills	Returned to K-12
Retained job	Increased involvement in children's literacy related activities	Registered to vote or voted for first time	Passed GED
Met work-based project goal	Met other family goal	Increased involvement in community activities	Earned certificate
Entered job training	Met personal goal	Other	Earned high school diploma
Entered apprenticeship	Other		Entered college
Entered military			Entered training program
Acquired workforce readiness skills			Gained computer or tech skills
Reduced public assistance			Mastered course competencies / educational plan
Other			Other

10 CLASS NUMBER ★

11 INSTRUCTIONAL LEVEL (Mark one)

ESL	Basic Skills (ABE)
Beg. Literacy	Beg. Literacy
Beg. Low	Beginning
Beg. High	Int. Low
Int. Low	Int. High
Int. High	ASE Low
Advanced	ASE High
Completed Adv. High	Completed ASE High

12 SKILL LEVEL

T=Tech, S=Speak, L=Listening, R=Reading, M=Math, W=Writing

T	S	L	R	M	W
0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9
10	10	10	10	10	10

13 REASON FOR EXITING (Mark one or leave blank)

- Changed class or program
- Completed Program
- Met goal
- End of program year
- Got a job
- Moved
- Schedule conflict
- Lack of transportation
- Lack of child care
- Family problems
- Own health problems
- Lack of interest
- Public safety
- Administratively separated
- Unknown reason
- Other known reason _____

14 Sub-sections of GED	Passed	Language	Science	Social	Language	Math
	Attempted	Arts, Writing		Studies	Arts, Reading	
15 High School credits earned	Multiple bubbles are added together	0.5	1.0	2.0	3.0	4.0	5.0
		10.0	20.0	30.0	40.0	50.0	60.00

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