# FLORIDA DEPARTMENT OF EDUCATION

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**MEMORANDUM**

**TO:** Local Educational Agencies and
Other Selected Adult Education Providers

**FROM:** Lanny Larson, Director
Division of Workforce Development

**DATE:** September 13, 2002

**SUBJECT:** NRS Implementation Guidelines-2002

As you are aware, this is the time of year to gather data for the federally funded adult education programs. For reporting instructions refer to your National Reporting System (NRS) for Adult Education Implementation Guidelines Manual, Fourth Edition, March 2001. This document is intended to assist local-level administrators, professional coordinators, data facilitators, and instructors in preparing for the data reporting system for adult education which is effective for 2001-2002. The Implementation Guidelines are also available on the American Institute for Research Web-site at http://www.air.org/nrs/implement.pdf (use Internet Explorer).

NRS consists of seven tables identified as "required" for the Annual Report from those local educational providers and other adult education providers receiving federal funding for adult education programs. For our purposes, these providers are School Districts, Community Colleges (CC), and Community-Based Organizations (CBO).

Listed below are the required tables and corresponding page numbers of the *NRS Implementation Guidelines:*

- Table 1: Participants by Entering Educational Functioning Level, Ethnicity and Sex, pg. 71.
- Table 2: Participants by Age, Ethnicity and Sex, pg. 72.
- Table 3: Participants by Program Type and Age, pg. 73.
- Table 4: Educational Gains and Attendance by Educational Functioning Level, pg. 74.

- Table 5: Core Follow-up Outcome Achievement, pg. 77.
- Table 6: Participant Status and Program Enrollment, pg. 83.
- Table 7: Adult Education Personnel by Function and Job Status, pg. 84.

Since the methods for collection of adult education data vary for each of the three types of adult education providers, there are some NRS implementation issues that warrant mentioning:

***For School Districts,*** the Workforce Development Information System (WDIS) will be used for NRS Tables 1-6. Districts must fill in Table 7 via the Web-based utility (see information below regarding this submission process).

***For Community Colleges,*** the community college data reporting system will be used for NRS Tables 5 and 6. Tables 1-4 and 7 must be submitted via the Web-based utility (see information below regarding this submission process).

***For Community-Based Organizations,*** where the data is not available in either the WDIS system or the DCC, all NRS tables must be submitted via the Web-based utility.

The Bureau of Workforce Education Outcome & Information Services (WEOIS) will forward information on when and how you can access these Web-based utilities. Upon receipt of your password and ID, you may log onto the system and begin the submission of your data. The deadline date for submission of your report is October 31, 2002. You may refer to the WEOIS Web-site at www.firn.edu/doe/weois for updates and information regarding this utility and other data reporting topics.

Below is a list of features and benefits of the Web-based, data collection utility:

| Utility features | Benefits |
|---|---|
| Direct server connection | Instant transmission of data directly to the WEOIS server |
| Data updates | Allows user to save, update, and print data |
| Data access | Users can access data anytime, anywhere there is a Web connection |
| Data accuracy/error scan | Users can ensure accurate data as it appears in NRS Tables |
| Data security | Password protection ensures that only authorized users can change/update data |

LL/rwt