

CALIS CONCEPTS – June and July, 2011

SUPPORT FROM BENCHMARK ITS:

The SUPPORT button has been added to the bottom left hand margin of CALIS. Use this link as a help desk system to report questions about CALIS. If you have a question about an individual student, be sure to include the student's full name and CALIS ID/Registration number in your correspondence (found to the right of the student's name in their snapshot /grey box).

POST-TESTING STUDENTS:

Be sure to post-test students prior to June 30th if they have enough instructional hours (40), or plan to leave the program and have close to 40 hours.

ALL testing hours may be counted as attendance hours, except for the Official GED Testing hours.

Students who post-test before June 30th and will be returning to classes after June 30th need to have at least one attendance hour added to their records either on or after the test date (but before 6/30).

Students who post-test and pass to the next level are considered "Completed" on Table 4. Students who have "Completed" and also have attendance hours either on or after the test date (prior to 6/30) are considered "Completed and Advanced" on Table 4. Both of these are positive outcomes on Table 4.

When an ESL student "tests out" of ESL with a score above 235 on CASAS, then that student needs to be separated and re-enrolled as an ABE/ASE student. This is important to be done before the end of the program year (6/30) so that the student will roll over into the next program year as ABE/ASE.

SEPARATING STUDENTS:

Separate students who have not attended classes for 90 days or more, and who are not planning on attending classes in the future. Separate students using their LAST DATE OF ATTENDANCE, not the date the data is being entered.

Do not separate students who plan to return to classes in the fall, even if there are more than 90 days of non-attendance.

Students who have one or more of the four follow-up outcome measures (Enter Employment, Retain Employment, Obtain a GED, and Enter Postsecondary Education or Training) **do not count** if they are not separated in the program year.

CO-ENROLLED OR DUAL-ENROLLED STUDENTS' REGISTRATIONS:

Whether a student is co-enrolled (two programs using the same registration) or dual-enrolled (two programs using two registrations for one student), whichever program's test scores were entered first in CALIS will count as the student's Entering Educational Functioning Level (EFL) based on the lowest test score entered first. This EFL is how the student will show up on all the programs' NRS Tables.

Co-enrolling students or dual-enrolling students will have advantages and disadvantages; however, in both ways, when a student completes a level in one program, both programs will get the educational level completion on Table 4. For the state-level report, however, the student is counted only once.

2011-2012 POLICIES:

In 2011-2012, Intake Hours will be counted towards Attendance hours.

In 2011-2012, ALL student data must be entered into CALIS by the 15th of the following month.

CALIS will be open to data changes/additions for program year 2010-2011 until October 15, 2011.

Student registrations: Be sure to enter the appropriate FUNDING SOURCE for each student. If some of your funding sources are not showing up in the drop-down box, contact the state office immediately.