



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

MEMORANDUM

TO: Assessment/ Retention Specialists
Deans/Directors of Basic Skills

FROM: Terrence Ann Shelwood
Associate Director for Institutional Assessment

Patrick Kane Pittman
ABE/ESL Coordinator

DATE: January 29, 2001

SUBJECT: New LEIS Forms

Enclosed are the new Literacy Education Information System (LEIS) forms for program year 2000-2001. These forms are the result of changes to the data collection screens revised to accommodate new federal requirements. The software update for these new screens has been sent to the colleges for installation. Use of the new forms will insure the proper collection of information concerning your program. Please note that at this time if you choose to run the Annual Literacy Data Report it may not reflect accurate results. Additional updates will be made to the IIPS/LEIS software in order to meet the National Reporting System Guidelines. However, these changes should not affect the current collection of data.

Please note the following information when using the new forms.

- Significant changes have been made in the Program Placement category. All program areas have been expanded to ensure more accurate placement and to indicate student progress more precisely. Valid test score must be used for student placement.
- “Unable to Test” is no longer a valid entry. If the student cannot test, use the test component code appropriate for that student’s program and indicate a score of zero.
- Make sure that the item numbers on the forms are used during data entry. Many of the previous numbers have been changed.
- Compensatory Education is no longer a program placement on the Testing and Progress form. To indicate a student is enrolled in Compensatory Education, use the Data form under the heading STUDENT DATA and check item number two. In addition, Compensatory Education students must be placed at an appropriate functioning level on the Testing and Progress form as indicated by a standardized test score.

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- Computer Assisted Instruction will remain on the screen; however, data entry is a local option and this item is no longer included on the Outcomes form.
- Please note that the page sequence of the screens has been changed to reflect the flow of data collection. The Testing screen now comes immediately after the Placement and Return Information screen.

There are other item changes on each form that are not mentioned above. Please make sure that all of your instructors and staff closely review these new forms. In addition, for your reports to reflect the most student progress possible, make sure students are placed in the appropriate program by their lowest placement test score. When post-test scores show that a student has progressed to a higher level, add a new program placement as indicated by the new scores.

Concerning the Annual Literacy Data Report, only those students enrolled for 12 or more hours of instruction **and** testing will be included in your Annual Literacy Report. Testing hours may **only** be counted in combination with hours of classroom instruction. However, all students enrolled in Basic Skills will be reported for FTE purposes.

Please contact us if you have questions or need additional information.

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Attachments

c: Presidents
Gloria Johnson
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