



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

FROM: Terrence Ann Shelwood
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DATE: February 8, 2002

SUBJECT: New LEIS Forms

Several changes have been made to LEIS resulting in the need to have current LEIS forms updated. In addition, the name of the DATA form has been changed to PROFILE. Enclosed are the new forms that reflect these changes. When using the new forms, please note the following:

1. On the Testing and Progress form, a new placement has been added. Work-based Project Learner is now #20.
2. On the Test and Component Codes sheet, two test codes have been added. Reading for Understanding is #21 and CASAS Special Populations is #22. One code has been added to components. Skills is now #24.
3. On the Profile form, changes have been made to #3 Student Data. Work-based Project Learner has been removed. In addition, the numbers have changed.

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

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CC02-017
Paper Copy & Email

Literacy Education Information System (LEIS) PROFILE

NAME _____ STUDENT SOCIAL SECURITY # _____ DATE _____
 (Last) (First) (MI/M)

3. STUDENT DATA (Check All Applicable)

Date __/__/__

- 1. Community Correctional Program
- 2. Compensatory Education Participant
- 3. Dislocated Worker
- 4. Family Literacy Participant
- 5. Homeless Person
- 6. Immigrant
- 7. Low Income
- 8. Migrant Worker
- 9. Nonreader
- 10. Other Institutionalized Person
- 11. Person Receiving Public Assistance
- 12. Work-First Participant
- 13. Workplace Literacy Participant
- 14. Other: Specify _____

7. STUDENT GOALS/INTENTS

Date __/__/__

(Check All Applicable) Circle Primary Goal

- 1. Higher Level of Independent Living
- 2. Increase Daily Living Skills
- 3. Learn Basic Functional Skills
- 4. Learn to Read (Nonreader)
- 5. Improve Reading Skills/Comprehension
- 6. Improve Communication Skills (Oral/Written)
- 7. Improve Math Skills
- 8. Complete Current Level
- 9. Adult High School Diploma
- 10. General Educational Development (GED)
- 11. Enter This Community College
- 12. Enter Other Postsecondary Educ/Training Prog.
- 13. Get Off Public Assistance
- 14. Get a Job
- 15. Retain a Job
- 16. Get a Better Job or Promotion
- 17. Ach. Work-based Project Learning Goal

7. STUDENT GOALS/INTENTS (Continued)

- 18. U.S. Citizenship
- 19. Greater Involvement in Children's Educ.
- 20. Increase Involvement in Children's Lit.
- 21. Improve Basic Skills for Personal Satisfaction and Increased Self-Confidence
- 22. Student Defined Goal _____

13. SERVICES NEEDED (Check All Applicable)

- 1. Auxiliary Aids
- 2. Class for Shut-In
- 3. Counseling
- 4. Day Care
- 5. Financial Assistance
- 6. Interpreter
- 7. Job Placement
- 8. Job Training
- 9. Notetaker
- 10. Reader
- 11. Transportation
- 12. Tutoring
- 13. Other: Specify _____

17. **AHS UNITS TRANSFERRED IN** _____

18. **AHS UNITS NEEDED** _____

19. **ROUND-TRIP MILEAGE** _____

20. **RECRUITER** _____

22. REFERRED BY (Check All Applicable)

COMMUNITY COLLEGE

- 1. Adult Education Staff
- 2. Community College Recruiter
- 3. GED Testing Center
- 4. Human Resources Development
- 5. Job Training Partnership Act

22. REFERRED BY (Continued)

COMMUNITY

- 6. Church
- 7. Community Organization
- 8. Library
- 9. Literacy Council
- 10. Voluntary Organization

GOVERNMENT AGENCIES/PROGRAMS

- 11. Antipoverty Program
- 12. Correctional Institution
- 13. Department of Motor Vehicles
- 14. Department of Social Services
- 15. Employment Security Commission
- 16. Health Agency
- 17. Institution for Handicapped
- 18. Military/V.A.
- 19. Public School
- 20. Vocational Rehabilitation

MEDIA

- 21. Newspaper
- 22. Poster, Flier, Letter
- 23. Radio
- 24. Television

PRIVATE SECTOR

- 25. Business & Industry
- 26. Hospital/Doctor/Clinic
- 27. Labor Union
- 28. Vocational School

OTHER

- 29. Friend or Relative
- 30. Other Student in Program
- 31. Previous Enrollment
- 32. Other: Specify _____

Interview Conducted by _____

Interviewers SS/I.D. # _____

Comments _____

(Revised 01/30/02)

LEIS TEST AND COMPONENT CODES

CODE	TEST	CODE	COMPONENT
1. <input type="checkbox"/>	ABLE Battery	1. <input type="checkbox"/>	Applied Math
2. <input type="checkbox"/>	ABLE SelectABLE	2. <input type="checkbox"/>	Communications
3. <input type="checkbox"/>	AMES Battery	3. <input type="checkbox"/>	English
4. <input type="checkbox"/>	AMES Locator	4. <input type="checkbox"/>	Language
5. <input type="checkbox"/>	Basic English Skills Test	5. <input type="checkbox"/>	Listening
6. <input type="checkbox"/>	CASAS Employability	6. <input type="checkbox"/>	Literacy Skills
7. <input type="checkbox"/>	CASAS Employability Appraisal	7. <input type="checkbox"/>	Literature
8. <input type="checkbox"/>	CASAS ESL Appraisal	8. <input type="checkbox"/>	Math
9. <input type="checkbox"/>	CASAS Life Skills	9. <input type="checkbox"/>	Math Computation
10. <input type="checkbox"/>	CASAS Life Skills Appraisal	10. <input type="checkbox"/>	Number Operations
11. <input type="checkbox"/>	CASAS Work Place	11. <input type="checkbox"/>	Oral Interview
12. <input type="checkbox"/>	CASAS Work Place Appraisal	12. <input type="checkbox"/>	Problem Solving
13. <input type="checkbox"/>	GED Practice Test	13. <input type="checkbox"/>	Reading/Comprehension
14. <input type="checkbox"/>	General Educational Development Test	14. <input type="checkbox"/>	Science
15. <input type="checkbox"/>	SPL Reading and Writing	15. <input type="checkbox"/>	Social Studies
16. <input type="checkbox"/>	SPL Speaking	16. <input type="checkbox"/>	Spelling
17. <input type="checkbox"/>	TABE Battery	17. <input type="checkbox"/>	Total Language
18. <input type="checkbox"/>	TABE Locator	18. <input type="checkbox"/>	Total Mathematics
19. <input type="checkbox"/>	TABE Survey	19. <input type="checkbox"/>	Total/Composite
20. <input type="checkbox"/>	Other Test	20. <input type="checkbox"/>	Vocabulary
21. <input type="checkbox"/>	Reading For Understanding	21. <input type="checkbox"/>	Writing Skills
22. <input type="checkbox"/>	CASAS Special Populations	22. <input type="checkbox"/>	Other
		23. <input type="checkbox"/>	No Component
		24. <input type="checkbox"/>	Skills

(Revised 01/15/02)

LEIS TESTING AND PROGRESS

NAME _____ STUDENT SOCIAL SECURITY # _____ DATE _____
 (LAST) (FIRST) (MI/M)

3. PROGRAM PLACEMENT/DATE __ / __ / __
(One Placement Per Date)

PLACEMENT AND PROGRESS TEST SCORES

1. ABE Beginning Literacy (Grade 0-1.9; CASAS 200 and below)
2. ABE Beginning Basic Education (Grade 2-3.9; CASAS 201-210)
3. ABE Intermediate Low (Grade 4-5.9; CASAS 211-220)
4. ABE Intermediate High (Grade 6-8.9; CASAS 221-235)
5. Adult High School Low (Grade 9-10.9; CASAS 236-245)
6. Adult High School High (Grade 11-12; CASAS 246 and higher)
7. ESL Beginning Literacy (BEST Oral 0-15, Lit. 0-7; CASAS 180 and below)
8. ESL Beginning (BEST Oral 16-41, Lit. 8-46; CASAS 181-200)
9. ESL Intermediate Low (BEST Oral 42-50, Lit.47-53; CASAS 201-210)
10. ESL Intermediate High (BEST Oral 51-57, Lit. 54-65; CASAS 211-220)
11. ESL Advanced Low (BEST Oral 58-64, Lit. >66; CASAS 221-235)
12. ESL Advanced High (BEST Oral 65 and above; CASAS 236-245)
13. GED Prep Low (Grade 9-10.9; CASAS 236-245)
14. GED Prep High (Grade 11-12; CASAS 246 and higher)
15. GED Prep/TV Low (Grade 9-10.9; CASAS 236-245)
16. GED Prep/TV High (Grade 11-12; CASAS 246 and higher)
17. High School Graduate Low (Grade 9-10.9; CASAS 236-245)
18. High School Graduate High (Grade 11-12; CASAS 246 and higher)
19. Basic Skills Assessment ONLY (Non-Instructional)
20. Work-based Project Learner

TEST CODE: _____
 Date _____ Component Code _____ Scale Score _____ Grade Equivalent _____ Form Level _____
 --/--/---
 --/--/---
 --/--/---
 --/--/---
 --/--/---
 --/--/---
 Pass _____ Fail _____ Raw Score _____
 Percentile Score _____

TEST CODE: _____
 Date _____ Component Code _____ Scale Score _____ Grade Equivalent _____ Form Level _____
 --/--/---
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 --/--/---
 --/--/---
 --/--/---
 --/--/---
 Pass _____ Fail _____ Raw Score _____
 Percentile Score _____

TEST CODE: _____
 Date _____ Component Code _____ Scale Score _____ Grade Equivalent _____ Form Level _____
 --/--/---
 --/--/---
 --/--/---
 --/--/---
 --/--/---
 --/--/---
 Pass _____ Fail _____ Raw Score _____
 Percentile Score _____

7. REASON STUDENT RETURNED (Check All Applicable)

1. Set New Goals/Objectives
2. Resolved Conflict
3. Renewed Interest
4. Seasonal Worker
5. Other: Specify _____

DATE RETURNED __ / __ / __

Interview Conducted by _____ Interviewer SS/ID # _____

Comments _____ (Revised 09/28/01)

NAME _____ STUDENT SOCIAL SECURITY # _____ DATE _____

(Last) (First) (MI/M)

3. EDUCATIONAL ACHIEVEMENTS

DATE __ / __ / __
(Check All Applicable)

- 1. Improved Basic Functional Skills
2. Achieved Desired Level of Basic Functional Skills
3. Learned to Read
4. Improved Reading Skills/Comprehension
5. Achieved Desired Level of Reading Comprehension
6. Improved Oral Communication Skills
7. Achieved Desired Proficiency in Oral Communications
8. Improved Written Communication Skills
9. Achieved Desired Proficiency in Written Communications
10. Improved Math Skills
11. Acquired Desired Math Skills
12. Completed Current Level
13. Entered Curriculum/Extension at This College
14. Entered Postsecondary Educational/Training Program
15. Obtained Adult High School Credits
16. Re-entered High School
17. Obtained Adult High School Diploma
18. Passed At Least One GED Practice Test
19. Passed At Least Three GED Practice Tests
20. Passed GED
21. Completed Classwork/Test Pending
22. Improved Basic Skills for Personal Satisfaction and Increased Self-Confidence
23. Portfolio of Student Improvements Available
24. Other: Specify _____

8. ECONOMIC ACHIEVEMENTS

DATE __ / __ / __
(Check All Applicable)

- 1. Achieved Work-based Project Learning Goal
2. Progressing Toward Higher Level of Independent Living
3. Attained a Higher Level of Independent Living
4. Documented Mastery of Employability/Life Skills
5. Moved Off Public Assistance
6. Obtained a Job
7. Retained a Job
8. Obtained a Better Job or Promotion
9. Other: Specify _____

13. SOCIETAL ACHIEVEMENTS

DATE __ / __ / __
(Check All Applicable)

- 1. Helped Children with School Work
2. Increased Daily Living Skills

SOCIETAL ACHIEVEMENTS (Continued)

- 3. Acquired Daily Living Skills
4. Obtained First Driver's License
5. Obtained U.S. Citizenship
6. Recruited Other Students
7. Registered to Vote for First Time
8. Increased Involvement in Community Activities
9. Read More to Children
10. Greater Involvement in Children's Education
11. Help More Frequently with School
12. Increased Contact with Children's Teachers
13. More Involved in Children's School Activities
14. Increased Involvement in Children's Literacy Activities
15. Visiting Library
16. Reading to Children
17. Purchasing Books or Magazines
18. Other: Specify _____

18. STUDENT DEFINED GOAL

- 1. Student Defined Goal Achieved
Specify _____

3. SERVICES PROVIDED (Check All Applicable)

- 1. Auxiliary Aids
2. Community Agency Referral
3. Computer-Assisted Instruction
4. Counseling
5. Day Care
6. Homebound Instructor
7. Interpreter Assigned
8. Job Referral
9. Notetaker Assigned
10. Reader Assigned
11. Telecourse
12. Training Referral
13. Transportation
14. Tutorial Instruction
15. Other: Specify _____

7. PROGRAMS/AGENCIES REFERRED TO (Check All Applicable)

- 1. Admissions Office at This College
2. Counselor at This College
3. Department of Health
4. Department of Mental Health
5. Department of Social Services

PROGRAMS/AGENCIES REFERRED TO (Continued)

- 6. Employment Security Commission
7. Four-Year College/University
8. Human Resources Development (HRD)
9. Job Training Partnership Act (JTPA)
10. Literacy Council
11. Other Community-Based Literacy Program
12. Other Community/Junior College
13. Private Educational/Industrial Training
14. Public School Program
15. Social Security Administration
16. Vocational Rehabilitation
17. Other: Specify _____

11. AHS UNITS/EQUIV. COMPLETED _____

12. AHS UNITS TRANSFERRED OUT _____

13. DATE __ / __ / __

14. FOLLOW-UP/REASONS FOR SEPARATION

SEPARATION DATE __ / __ / __

(Check One)

- 20. Separation Reason Unknown
21. Follow-Up Attempted, No Information Available

REASONS FOR SEPARATION BEFORE COMPLETING LEVEL OR GOAL (Check All Applicable)

- 1. Changed Address or Left Area
2. Child-Care Problem
3. Class Closed
4. Death
5. Employment Conflict
6. Family Problem
7. Financial Problem
8. Health Problem
9. Instruction Not Helpful
10. Lack of Interest
11. Location of Class
12. Program Not Appropriate, Referred
13. Time the Class or Program was Scheduled
14. Transferred, Inmate
15. Transferred, Military
16. Transferred, Other Institutionalized Adult
17. Transferred, Other Community College
18. Transportation Problem
19. Other: Specify _____

Interview Conducted by _____

Interviewer's SS/ID # _____

Comments _____

Student's Signature _____

Date _____ (Revised 09/28/01)