

TE Class Instance Record

There are selections at the class level available on the TE Class Instance Record. On the TOPSpro™ Enterprise menu, go to **Organization–Classes–Class Instances**.

Select Class Definition

Class Definition: Agency/Site: 4908 - Rolling Hills Adult School (RHAS)
Program Year:
Class Definition: No selection

Class Instance

Class Start Date:
Class End Date:
Instructional Programs:

- ☒ N/A
- ☐ Basic Skills (ABE)
- ☐ ESL/ELL
- ☐ Citizenship
- ☐ High School Diploma
- ☐ HSE
- ☐ Career and Technical Education (CTE)
- ☐ Workforce Preparation
- ☐ Adults w/Disabilities
- ☐ Adults supporting K12 student success
- ☐ Other Program
- ☐ ROCP
- ☐ Pre-Apprenticeship

Special Programs:

- ☐ ELL Co-Enrollment
- ☐ None
- ☐ EL Civics (IELCE)
- ☐ Jail
- ☐ Community Corrections
- ☐ State Corrections
- ☐ Homeless Program
- ☐ Family Literacy
- ☐ Workplace Ed.
- ☐ Tutoring
- ☐ Distance Learning
- ☐ Special Needs
- ☐ Alternative Ed. [K12]
- ☐ Non-traditional Training
- ☐ Older Adults
- ☐ Carl Perkins
- ☐ Even Start
- ☐ CBET
- ☐ Integrated Education & Training
- ☐ Other

Focus Area: N/A

Transition Focuses:

- ☒ N/A
- ☐ Transitions to work
- ☐ Transitions to workforce training
- ☐ Transitions to postsecondary education
- ☐ This class does not focus on transitions

Class Instance	
Instructional Programs	<p>Check all instructional programs that apply to the class.</p> <ul style="list-style-type: none"> Student program is determined by the individual level student program enrollment, not the class instance For instructional hours, however, TE uses the class instance field to determine which program to allot the hours for students in that class.
Special Programs	<p>Mark one or more special programs that apply to the class.</p> <ul style="list-style-type: none"> If some students in the Class are in a Special Program, but not all students – then refrain from marking this at the class level and instead mark this field at the student level for the students for which it applies.
Transition Focuses	<ul style="list-style-type: none"> Mark if the class is specifically geared toward transition to college and/or employment. This field can be used informally to indicate focus on student transition and progress toward NRS MSG's 1c and 3. This field was originally created for the implementation of the NRS Cohorts system from 2012-16.

Focus Area	<p>For ESL EL Civics classes, select one (and only one) of three EL Civics focus areas. Select only the EL Civics focus areas for which your agency receives funding.</p> <ul style="list-style-type: none"> • 231 EL Civics - Civic Participation • 231 EL Civics - Citizenship Preparation • 243 Integrated EL Civics Education (IELCE)
Instructional Setting	<ul style="list-style-type: none"> • Mark whether the class is face to face, distance learning, or one of the “hybrid” classroom settings. • This can be useful if you are tracking distance learning beyond just the “50% rule” for federal reporting. • “<i>IET at Outside Agency</i>” applies to CTE classes in an IET program that are located and facilitated by a partner agency. • You can also mark this for classes held at partner agencies in programs outside of IET.
Physical Setting	<ul style="list-style-type: none"> • Instructional Setting includes virtual learning, while Physical Setting is for more specific f2f options.