

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

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

Focus Area: N/A

Class Instance	
Class Start Date Class End Date	Mark the first day scheduled for the class and the final day of scheduled instruction. More information on this field is included in the posted document <i>Collecting data for Perkins and CTE</i>.
Instructional Programs	Check all instructional programs that apply to the class. • More than one program can apply to a Class Instance. • Student program enrollment is determined by the individual level student enrollment, such as the CASAS Entry Record – 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. WIOA II agencies must designate the instructional program(s) related to each class in the TE Class Instance.
Special Programs	Mark one or more special programs that apply to the class. • If some students in the Class are in a Special Program, but not all students – then mark this field at the <i>student level</i> for the students for which it applies.

	• <i>Please refer to the Student Enrollment document for more information about specific special programs.</i>
Transition Focuses	• <i>Optional.</i> Mark if the class is specifically intended for transition to college and/or employment. • This field can be used informally to indicate focus on student transition and progress toward <i>NRS MSG 1c</i> • This field was originally created for the implementation of the NRS Cohorts system implemented in 2012-16.
Focus Area	For 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. • <i>231 EL Civics - Civic Participation</i> • <i>231 EL Civics - Citizenship Preparation</i> • <i>243 Integrated EL Civics Education (IELCE)</i> For more information about EL Civics focus areas, refer to the 2026-27 WIOA II Data Dictionary.
Instructional Setting	<i>Optional.</i> Mark whether the class is face to face, distance learning, or one of the listed “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 that are located and facilitated by an outside partner agency, for programs such as IET or EL Healthcare Pathways. You can also mark this for classes held at partner agencies in programs outside of IET.
Physical Setting	• <i>Instructional Setting</i> includes virtual learning, while <i>Physical Setting</i> is for more specific f2f options, such as classroom or computer lab.