

Student Demographics Record Information

On the TOPSpro™ Enterprise menu, go to **Records – Students – Demographics**.

Identification

Student ID:
Title:
First Name:
Middle Name:
Last Name:
Canvas Password:

Gender: ☒ N/A
☐ Male
☐ Female
☐ Non-binary

SSN:
SSN Consent:
Data Sharing Consent:
Birth Date:
ITIN:
Has Compulsory Attendance Release:

SSID:
Does not have SSN:
GED ID:
HISET ID:
TASC ID:
CaJOBS ID:
NEDP ID:

Education

Highest Year of School:
School Outside US: ☐

Highest Degree or Diploma: ☐ None
☐ HSE Certificate
☐ High School Diploma
☐ Technical/Certificate
☐ Some college, no degree
☐ A. A./A.S. Degree
☐ 4 yr. College Graduate
☐ Higher than B.A./B.S.
☐ Individual Education Plan
☐ Other Diploma/Degree

CAHSEE Scores:
Date Score Passed
Add Score

Highest Degree or Diploma Earned Outside US: ☐

GED 2014 Scores:
Subsection Date Score Passed Non-English
Add Score Create student record

GED 2002 Scores:
Subsection Date Score Passed Non-English
Add Score Create student record

HISET Scores:
Subsection Date Score Passed Non-English
Add Score Create student record

TASC Scores:
Subsection Date Score Passed Non-English
Add Score Create student record

Field Name	TOPSpro™ Enterprise Instructions
Identification	
Student Phone number/Cell number	<ul style="list-style-type: none"> Phone number and E-mail are important fields for the TE Employment & Earnings follow up survey.
Student E-mail	
Gender Race Ethnicity	<p>For Race and Ethnicity:</p> <ul style="list-style-type: none"> It is okay to leave Race blank when Ethnicity = <i>Hispanic/Latino</i>. In 2029 the (federal) OMB is scheduled to change how we officially record Race and Ethnicity. Race and Ethnicity will return to being one selection instead of two separate choices. The OMB will add “<i>Middle Eastern/North African</i>” as a new category. If you have students in this category, the recommendation is to continue to mark them as you have until the new guidelines are implemented.
Native Language	<ul style="list-style-type: none"> There are several additional native language options available in the TE Student Demographics that are not featured on the Entry Record.

Field Name	TOPSpro™ Enterprise Instructions
SSN	<ul style="list-style-type: none"> • Providing SSN for each student is not required, but it is strongly recommended, and is required for the state level EDD Employment data match. • It is strongly recommended that agencies NOT use SSN for Student ID. • It is strongly recommended that each student provide consent for using SSN in TE data collection.
Consent	<ul style="list-style-type: none"> • Mark only if SSN (or ITIN) is recorded. • For more information about student consent and guidelines for providing personally identifiable information, refer to CDE Memorandum 17-01: https://www.cde.ca.gov/sp/ae/ga/mb17-01.asp
ITIN (Taxpayer ID Number)	<ul style="list-style-type: none"> • Effective July 1, 2023, ITIN has been authorized for the EDD Employment data match. • Agencies are strongly encouraged to provide ITIN in this field for students that do not have SSN, • Use of the ITIN is optional, and should not be used as the Student ID.
GED ID	<ul style="list-style-type: none"> • GED ID is required for students that attempted the GED during the program year, and is used for the CDE HSE data match. • GED ID is a 14 digit number assigned to the student when taking the GED.
HiSET ID	<ul style="list-style-type: none"> • HiSET ID is required for students that attempted the HiSET during the program year, and is used for the CDE HSE data match. • HiSET ID is a 14 digit number assigned to the student when taking the HiSET.
SSIS ID	<ul style="list-style-type: none"> • This field is Optional. SSIS ID is used for K-12 reporting.
CalJOBS ID	<ul style="list-style-type: none"> • This field is Optional. CalJOBS is the data management system used for CA workforce agencies. • Record CalJOBS ID for students co-enrolled with a WIOA Title I and Title III workforce partner
Education	
Highest Year of School	<ul style="list-style-type: none"> • For <i>Outside US</i>, mark if more than 50% of the student's instruction was received outside the US.
School Outside US	

Field Name	TOPSpro™ Enterprise Instructions
GED 2014 Scores	<ul style="list-style-type: none"> • This result aligns to NRS MSG 1d – High School Equivalency Subsections.
HiSET Scores	<ul style="list-style-type: none"> • This result aligns to NRS MSG 1d – High School Equivalency Subsections. • HSE Subsections is now an authorized outcome for NRS federal reporting. Reporting HSE Subsections is required. HSE Subsections are included in the CDE data match for both GED and HiSET.
Consumer Information	
Disability Type	<ul style="list-style-type: none"> • Recording Disability Type is only required for students in Adults with Disabilities programs who complete the POWER assessment. • Strengths and Special Needs are optional fields that also relate to POWER. • Agencies may use these fields for students in other programs for internal tracking. • Official reporting for students with disabilities is done through the field in Barriers to Employment.

Program Related Student Information

On the TOPSpro™ Enterprise menu, go to *Records – Students – In Program Years*.

Field Name	TOPSpro™ Enterprise Instructions
Barriers to Employment	<p>Enter any Barriers to Employment that apply.</p> <ul style="list-style-type: none">• All learners in ABE, HSE, and HS diploma will be considered for state and federal reporting as “Low Levels of Literacy.• All learners in ESL will be considered for state and federal reporting as “English Language Learner.”• Attachment T provides definitions of barriers, and guidance to agencies trying to determine which specific barriers that may apply to each student.
Supportive Services	<p>Enter any short-term supportive services that were provided to the student.</p>
Training Services	<p>Enter any short-term training services that were provided to the student.</p>
Transition Services	<p>Enter any short-term transition services that were provided to the student.</p> <p>Notes:</p> <ul style="list-style-type: none">• Attachment S provides more specific guidance with definitions for each individual service. More guidance has been added to relate short term services to more specific Adult Education activities.• The CDE recommends recording the specific short-term service directly into TE rather than marking the service category on the TE Update Record.

