Locating Scanned Information

SCANNED ENTRY INFORMATION		
Field	**Description**	**TE Menu Navigation**
1.	a. Student Name (non-scanned data)	Records -> Students -> Demographics
1.	b. Student Address (non-scanned data)	Records -> Students -> Demographics
1.	c. Email Address	Records -> Students -> Demographics
2.	Instructor Name (non-scanned data)	Organization -> Personnel -> Functional Roles
3.	Student Identification	Records -> Students -> Demographics
4.	Gender	Records -> Students -> Demographics
5.	Date of Birth	Records -> Students -> Demographics
6.	Highest Year of School Completed	Records -> Students -> Demographics
7.	Highest Diploma or Degree Earned	Records -> Students -> Demographics
8.	a. Ethnicity	Records -> Students -> Demographics
8.	b. Race	Records -> Students -> Demographics
9.	Native Language	Records -> Students -> Demographics
10.	Date of Entry into this Program	Records -> Students -> Records
11.	Instructional Program	Records -> Programs -> Enrollments
12.	Attainable Goal Within Program Year	Records -> Students -> Records
13.	Special Programs	Records -> Students -> Records
14.	Employment Barriers	Records -> Students -> In Program years
15.	Class Number	Records -> Students -> Records
16.	Personal Status	Records -> Students -> Records
17.	Labor Force Status	Records -> Students -> Records
18.	Instructional Level	Records -> Students -> Records
19.	Provider Use	Records -> Classes -> Records

Visit Online For data element definitions and instructions, refer to the [WIOA Data Dictionary](#).

SCANNED TEST INFORMATION		
Field	**Description**	**TE Menu Navigation**
1.	Student Name (non-scanned data)	Records -> Students -> Demographics
2.	Instructor Name (non-scanned data)	Organization -> Personnel -> Functional Roles
3.	Student Identification	Records -> Tests
4.	Form Number	Records -> Tests
5.	Test Date	Records -> Tests
6.	Class Number	Records -> Classes -> Records
7.	Instructional Program	Records -> Programs -> Enrollments
8.	Hours of Instruction	Records -> Classes -> Records
9.	Raw Score	Records -> Tests
10.	Test 1	Records -> Tests
11.	Test 2	Records -> Tests
12.	Test 3	Records -> Tests
13.	Test 4	Records -> Tests
Student does not yet have the skills to be tested.		Records -> Students -> Records

Visit Online For data element definitions and instructions, refer to the WIOA Data Dictionary.

Scanning

SCANNED UPDATE INFORMATION

Field	Description	TE Menu Navigation
1.	d. Student Name (non-scanned data)	Records -> Students -> Demographics
1.	e. Student Address (non-scanned data)	Records -> Students -> Demographics
2.	Instructor Name (non-scanned data)	Organization -> Personnel -> Functional Roles
3.	Student Identification	Records -> Classes -> Records
4.	Date of Program Update	Records -> Classes -> Records
5.	Instructional Program	Records -> Programs -> Enrollments
6.	Program Status	Records -> Programs -> Enrollments
7.	Program Progress	Records -> Programs -> Records
8.	Services Received	Records -> Programs -> Records
9.	Learner Results – Work	Records -> Students -> Records
9.	Learner Results – Education	Records -> Students -> Records
9.	Learner Results – Family / Community	Records -> Students -> Records
10.	Class Number	Records -> Classes -> Records
11.	Hours of Instruction	Records -> Classes -> Records
12.	Post Exit Leading to Postsecondary Credential	Records -> Students -> Records
13.	Instructional Level	Records -> Students -> Records
14.	Leading to Postsecondary Credential or Enrollment	Records -> Students -> Records
15.	Reason For Exiting	Records -> Programs -> Enrollments

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