



TOPSpro Enterprise 4.x

**Exchanging Data
with 3rd Party Attendance
and other Information Systems**

**Personnel and Users,
Classes,
Demographics,
Student Program Status,
Entries,
Attendance,
Tests,
Student Class Status,
Updates,
HSE Exams**

Business Requirement Statement and Specifications

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Gabriel Mihalache	1.1	August 2016	Updated with 3 rd party export information Conservative Estimate field added to the Test Data format for export purposes Added missing codes for learner results in the Update Data format Corrected length of Class Schedule field in Class Data format
Bogdan Gudulea-David	1.2	March 2020	Email field added to PERS export Distance Learning field added to CLS export Updated Gender field in DEM export to include “non-binary” Updated SSN field in DEM Export to include “DOES NOT HAVE” value CalJOBS field added to DEM export Minutes of Distance Learning field added to ATT export
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Bogdan Gudulea-David	1.5	September 2020	Updated information on CSV supported format type.
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Bogdan Gudulea-David	1.9	July 2023	Added ITIN field in DEM export.
Bogdan Gudulea-David	1.10	August 2023	Added Turkish, Dari, Rohingya and Sango languages to DEM export
Bogdan Gudulea-David	1.11	November 2023	Updated list of values for Instructional Setting in CLS export

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TOPSpro Enterprise 4.0 Business Requirement Statement

Exchanging Data with 3rd Party Attendance and other Information Systems

Functionality: Ability to exchange data between TOPSpro Enterprise (TE) 4.0 and 3rd party application systems in a uniform and standard manner.

Scope: Data exchange is divided into 10 segments for file types. The file types provided for import and export are (1) personnel and user data, (2) class data, (3) demographic data, (4) student program status, (5) entry data, (6) attendance data, (7) test data, (8) student class status, (9) update data, and (10) High School Equivalency exam results.

For each data exchange segment the field layout accepted for data import is identical with the field layout produced for data export.

“Personnel and User Data” refers to personnel and user account information for accessing the TOPSpro Enterprise system.

“Class Data” refers to the class system and the various attributes pertaining to classes.

“Demographic Data” refer to the generally unchanging facts about an individual learner (e.g. Gender, Date of Birth, Ethnicity, etc.).

“Student Program Status” refers to the placement of learners into various instructional programs and their progress.

“Entry Data” refers to dated information that pertains to a student when they enter the system, or a particular program and/or class.

“Attendance Data” refers to the amount of instruction received by a particular learner over a specific period of time.

“Test Data” refer to the raw/scale score obtained by a learner on a NRS approved test form.

“Student Class Status” refers to status information that pertains to a student attending a particular class.

“Update Data” refers to information that pertains to a student when they complete or progress within the system, or within a particular class and/or program.

“High School Equivalency exam results” refer to exam results for High School Equivalent national assessment systems like GED, TASC and HiSET.

Definition of the fields in each file type appears in the following tables.

Import Constraints: TOPSpro Enterprise will only import data according to the specifications in this document.

Importing duplicates will result in the last duplicate overwriting the previous ones.

Assumptions: The End-User is solely responsible for the accuracy, frequency, and appropriateness of data imported into TOPSpro Enterprise. The relational integrity of data originating outside of TE and imported via the import mechanism is not guaranteed and subject to satisfying all required data relationships.

Supported Format: TOPSpro Enterprise is able to import data supplied in the CSV format. A CSV file (i.e., Comma Separated Variable file) is an UTF-8 text file in which records have a variable length and end with a carriage return and line feed. Fields are explicitly delimited with a comma. It is recommended that all fields are enclosed into delimiting quotes. The delimiting quotes are mandatory for those fields that are expected to contain a list of codes separated by comma. No trailing space is allowed before or after the delimiting commas either within the fields or between the fields. The file name extension is assumed to be .CSV for CSV files (e.g., MyExport.CSV).

When saving the CSV file, please make sure to verify that the file format is UTF-8.

SDF and DBF formats are no longer supported for WIOA reporting. If your application was exporting in the old WIA formats, please plan to switch to CSV.

TOPSpro Enterprise exports data according in the same CSV format, following the field layouts presented in the next sections.

Data Matching: In order to make data matching easier when exporting data from TOPSpro Enterprise for use in a 3rd party system TE allows the End-User to specify which of the following student identifiers to be exported as the field called “Student ID” in those formats that contain student-related data:

- TOPSpro Enterprise Student ID
- Social Security Number
- State-generated ID
- GED ID
- HiSET ID
- TASC ID
- NEDP ID
- CalJOBS ID

Import Sequence: When importing multiple record types from 3rd Party systems it is recommended to follow this order that ensures the optimal record creation pattern in the hierarchical data organization:

1. Personnel and User Data
2. Class Data
3. Demographic Data
4. Student Program Status
5. Entry Data
6. Attendance Data
7. Test Data
8. Student Class Status
9. Update Data
10. HSE Exam Results

Vendor Compliance: For data import CASAS will maintain a list on its website of all vendors who are compliant with the specifications in this document. Compliance has two components, data and performance. See below for these definitions. In order to attain compliance the vendor shall submit sample data to CASAS for testing. Vendor may submit data as many times as necessary to achieve compliance.

- Data:** Data compliance refers to file layout and format which meets the specifications stated in this document. Compliance is achieved for each of the ten file layouts individually. A vendor may choose to support one, some, or all file layouts.
- Performance:** Performance compliance refers to the status of data exported from the vendor's own system. Specifically, only data that is new or changed since the last export should be included. In practical terms this means that the vendor's system must automatically ensure for the user that only new and changed data is exported with each successive download from the vendor's system.
- Notice:** CASAS reserves the right to reject import files from vendors that are not in compliance.
- Contact:** Technical questions about this document and data samples for compliance review can be directed to Tech Support, 1-800-255-1036 ext.2, techsupport@casas.org.

The record layouts supported by TOPSpro Enterprise follow in the next sections.

1 – Personnel and User Data (PERS)

#	Field Name	Reqd.	Max Length	Comments	Accepted Codes
1	Vendor Code	Y	4	Alphanumeric vendor code supplied by CASAS; unrecognized codes or empty values will prevent the data import	
2	State Code	Y	2	Use standard U.S. Postal State abbreviations – e.g. CA for California	
3	Agency ID	Y	15	Agency ID as recorded in TE Alphanumeric field	
4	Site ID		15	Site ID as recorded in TE Alphanumeric field	
5	User Account		200	User account to be linked with the personnel record; use of email address is recommended Unique per container (agency or site)	
6	Teacher ID	Y	15	Teacher ID given by agency	
7	First Name	Y	40	Teacher First Name	
8	Middle Name		40	Teacher Middle Name	
9	Last Name	Y	40	Teacher Last Name	
10	Certificates		15	List of codes for known certificates separated by comma – e.g. “AE, K12” or “TESOL” Leave empty when not available.	AE - Adult Education Certificate K12 - K-12 Certification SE - Special Education Certification TESOL - TESOL Certification
11	Years of Experience		2	Number of years of experience (0+) Leave empty when not available.	
12	Email		200	Email Address	

One record sample:

"UVCD", "CA", "4098", "1010", "Santiago.DeLaHoz@RollingHills.com", "1003", "Santiago", "Roberto", "De La Hoz", "AE, K12", "10", "Santiago.DeLaHoz@RollingHills.com"

* UVCD stands for Unspecified Vendor Code (this is not an accepted import code and is used only for documentation purposes); all 3rd party exports from TOPSpro Enterprise will export this code as the vendor code.

2 – Class Data (CLS)

#	Field Name	Reqd.	Max Length	Comments	Accepted Codes
1	Vendor Code	Y	4	Alphanumeric vendor code supplied by CASAS; unrecognized codes or empty values will prevent the data import	
2	State Code	Y	2	Use standard U.S. Postal State abbreviations – e.g. CA for California	
3	Agency ID	Y	15	Agency ID as recorded in TE Alphanumeric field	
4	Site ID	Y	15	Site ID as recorded in TE Alphanumeric field	
5	Class ID	Y	21	Class ID as recorded in TE Alphanumeric field	
6	Extended Class ID		15	Extended Class ID as recorded in TE Alphanumeric field	
7	Class Description	Y	70	Class Description	
8	Course Code		15	Course Code	
9	CIP Code		6	The CIP Code associated with the class Digits-only field Leave empty when not available.	One of the official CIP codes: 010000 - Agriculture, General 010903 - Animal Health 030501 - Forestry, General etc.
10	A22 Course Code		4	The A22 Course Code associated with the class Digits-only field Leave empty when not available.	One of the official A22 course codes: 2500 - This general physical education course develops skills through fitness and conditioning activities. 9991 - Basic foundation for using technology in the workplace. etc.
11	Teacher ID		15	The ID of the teacher teaching the class If value is supplied and personnel record does not exist it is auto-created.	
12	Class Start Date	Y	8	The class start date	Date format required is MMDDYYYY – e.g. “07012016” for July 1 st , 2016
13	Class End Date		8	The class end date	Date format required is MMDDYYYY – e.g. “09302016” for September 30, 2016
14	Transition Focus		15	List of accepted codes separated by comma (e.g. “TW,TWT” or “TPE”), or “NT” for no transition focus. Leave empty when not available.	TW - Transitions to work TWT - Transitions to workforce training TPE - Transitions to postsecondary education NT - This class does not focus on transitions
15	Instructional Programs		100	List of instructional program codes taught in class, separated by comma (e.g. “BS,ESL” or “GED”).	BS - Basic Skills (ABE) ESL - ESL/ELL CIT - Citizenship

				Leave empty when not available.	HS - High School Diploma GED – HSE HSE - High school equivalency VOCED - Career and Technical Education (CTE) WFR - Workforce Readiness AD - Adults w/Disabilities PARENT - Adults supporting K12 student success OTHER - Other Program ROCP - ROCP PREAPPRENTICE - Pre-Apprenticeship
16	Special Programs		100	List of special program codes associated with the class, separated by comma (e.g. “J,SN,ENTP” or “DL”). Leave empty when not available.	NN - None J - Jail CC - Community Corrections SC - State Corrections H - Homeless Program FL - Family Literacy WE - Workplace Ed. T - Tutoring DL - Distance Learning SN - Special Needs AE - Alternative Ed. [K12] ENTP - Non-traditional Training ELC - EL Civics (IELCE) CARLPK - Carl Perkins EVEN - Even Start CBET - CBET OT - Other OA - Older Adults IET – Integrated Education & Training ELLCO – ELL Co-Enrollment
17	CBEDS Code		15	The CBEDS code Alphanumeric field	
18	Focus Area		10	The focus area code associated with the class (California-only) – e.g. “225GED” Leave empty when not available.	225ABE - Adult Basic Education 225ESL - English as a Second Language 225VESL - Vocational ESL 225VABE - Vocational ABE 225ASE - Adult Secondary Education 225GED - General Education Development 231ABE - Adult Basic Education 231ESL - English as a Second Language 231ESLC - ESL-Citizenship 231VESL - Vocational ESL 231VABE - Vocational ABE 231FL - Family Literacy

					231ASE - Adult Secondary Education 231GED - General Education Development ELCCIV - Civic Participation ELCCIT - Citizenship Preparation
19	Class Duration in Minutes		4	The total duration of one class meeting in minutes (instructional + DL minutes)	
20	Class Schedule Code		3	One-byte encoding of the week days when the class meets, e.g. Class meets Monday and Tuesday (2 + 4) – supply “6” Class meets Monday, Wednesday and Friday (2 + 8 + 32) – supply “42” Class meets Friday, Saturday and Sunday (32 + 64 + 128) – supply “224”	Any sum of the following numeric codes for each day of the week: 2 – Monday 4 – Tuesday 8 – Wednesday 16 – Thursday 32 – Friday 64 – Saturday 128 – Sunday
21	Total Hours for Class or Term		4	Total number of hours per class or term	
22	Instructional Setting		3	The instructional setting code associated with the class – e.g. “LCL” Leave empty when not available.	CLR – Classroom LCL – Learning Center/Lab VS – Vocational Setting DL – Remote Synchronous RAS – Remote Asynchronous CDL – Hybrid (F2F+DL) HYF – HyFlex (F2F+DL) IS – Independent Study
23	Physical Setting		4	The physical setting code associated with the class – e.g. “ES” Leave empty when not available.	AS - Adult School ES - Elementary School MJHS - Middle/Junior High School HS - High School CC - Community College CF - Correctional Facility LB - Library WS - Work Site CBO - CBO Center HO - Home CS - Community Site IET – Offsite IET location OT - Other
24	Start Time		2	The start time code associated with the class – e.g. “EV” Leave empty when not available.	MN - Morning AF - Afternoon EV - Evening (after 5pm)
25	Has Internet in Class		1	Flag if Internet is available in class – e.g. “Y” or “N”	Y – Yes or T – True N – No or F – False
26	Has Internet in Lab		1	Flag if Internet is available in lab – e.g. “Y” or “N”	Y – Yes or T – True N – No or F – False
27	Class Information		100	A field dedicated to provider use for comments about the class record	
28	Distance Learning		4	Distance learning duration in minutes	

One record sample:

"UVCD", "CA", "4098", "1010", "101", "01", "ESL Orientation 1", "ESL1035", "131004", "2498", "1001", "07052016", "08202016", "TPE", "ESL", "FL", "CBEDS1234", "225ASE", "140", "34", "1000", "TLL", "MJHS", "AF", "N", "Y", "Class is full", "60"

3 – Demographic Data (DEM)

#	Field Name	Reqd.	Max Length	Comments	Accepted Codes
1	Vendor Code	Y	4	Alphanumeric vendor code supplied by CASAS; unrecognized codes or empty values will prevent the data import	
2	State Code	Y	2	Use standard U.S. Postal State abbreviations – e.g. CA for California	
3	Agency ID	Y	15	Agency ID as recorded in TE Alphanumeric field	
4	Site ID	Y	15	Site ID as recorded in TE Alphanumeric field	
5	Student ID	Y	15	Student ID as recorded in TE Alphanumeric field	
6	Student First Name		40	The Student First Name	
7	Student Middle Name		40	Student Middle Name	
8	Student Last Name		40	Student Last Name	
9	Gender		1	The student gender code – e.g. “F” Leave empty when not available.	1 or M – Male 2 or F – Female 0 or 3 – Unknown 4 or N – Non-Binary
10	Birth Date		8	The student birth date	Date format required is MMDDYYYY – e.g. “07241978” for July 24, 1978
11	Ethnicity		2	The student ethnicity code – e.g. “NH” Leave empty when not available.	H - Hispanic or Latino NH - Not Hispanic or Latino
12	Race		25	The list of race codes endorsed by the student – e.g. “AI,AN” or “W” Leave empty when not available.	W - White A - Asian B - Black or African American F - Filipino AI - American Indian AN - Alaska Native NH - Native Hawaiian PI - Pacific Islander
13	Native Language		2	The student native language code – e.g. “E” or “S” Leave empty when not available.	E - English S - Spanish V - Vietnamese CH - Chinese H - Hmong CA - Cambodian T - Tagalog K - Korean L - Lao R - Russian F - Farsi

					AR - Arabic HT - Haitian SO - Somali UR - Urdu FR - French PT - Portuguese JA - Japanese PA - Panjabi BN - Bengali NE - Nepali MY - Burmese HI - Hindi KA - Karen GU - Gujarati DE - German AM - Amharic NV - Navajo PL - Polish HY - Armenian UK – Ukrainian SW – Swahili TR – Turkish DR – Dari RHG – Rohingya SG – Sango O - Other
14	Years of School Completed		2	Number of years of school completed Leave empty when not available.	
15	Most School Years Completed Outside US		1	Flag if most school years were completed outside US – e.g. “Y” or “N” Leave empty when not available.	Y – Yes or T – True N – No or F – False
16	Highest Degree or Diploma Earned		4	The earned degree or diploma code – e.g. “TC” or “SCND” Leave empty when not available.	N - None GED - HSE Certificate H - High School Diploma TC - Technical/Certificate A - A. A./A.S. Degree F - 4 yr. College Graduate GS - Higher than B.A./B.S. O - Other Diploma/Degree SCND - Some college, no degree IEP - Individual Education Plan
17	Degree or Diploma Earned Outside US		1	Flag if degree or diploma was earned outside US – e.g. “Y” or “N” Leave empty when not available.	Y – Yes or T – True N – No or F – False
18	Consent Signed		1	Flag if consent was signed – e.g. “Y” or “N” Leave empty when not available.	Y – Yes or T – True N – No or F – False
19	Address		100	Student address	
20	City		50	Student city	
21	Address State Code		2	Use standard U.S. Postal State abbreviations – e.g. CA for California	
22	Zip Code		10	Zip code	

23	Ward		1	Ward (Washington-only)	
24	Phone		14	Phone number	
25	Cell Phone		14	Cell phone number	
26	Email Address		200	Email address	
27	SSN		9 or 13	Social Security Number	9 digits – when SSN is available DOES NOT HAVE – when student doesn't have SSN at all Leave empty when not available.
28	SSID		10	State Student Identifier	
29	GED 2014 ID		50	GED 2014 identifier	
30	HiSET ID		50	HiSET Identifier	
31	TASC ID		50	TASC Identifier	
32	NEDP ID		10	NEDP Identifier	
33	CalJOBS ID		12	CalJOBS Identifier	
34	Data Sharing Consent		1	Flag if consent was signed – e.g. "Y" or "N" Leave empty when not available.	Y – Yes or T – True N – No or F – False
35	ITIN		9	Individual Taxpayer Identification Number	9 digits. Leave empty when not available.

One record sample:

"UVCD", "CA", "4098", "1010", "10001", "Rebeca", "", "Bayon", "F", "01011950", "NH", "W,A,F", "CH", "10", "Y", "SCND", "F", "T", "5151 Murphy Canyon Rd., Suite 220", "San Diego", "CA", "92123-4339", "1", "8582922900", "8582922901", "Rebeca.Bayon@gmail.com", "767465315", "354325", "45646", "67858567", "3563465", "7653467", "125365478956", "Y", "858292290"

4 – Student Program Status (SPS)

#	Field Name	Reqd.	Max Length	Comments	Accepted Codes
1	Vendor Code	Y	4	Alphanumeric vendor code supplied by CASAS; unrecognized codes or empty values will prevent the data import	
2	State Code	Y	2	Use standard U.S. Postal State abbreviations – e.g. CA for California	
3	Agency ID	Y	15	Agency ID as recorded in TE Alphanumeric field	
4	Site ID	Y	15	Site ID as recorded in TE Alphanumeric field	
5	Student ID	Y	15	Student ID as recorded in TE Alphanumeric field	
6	Instructional Program Code	Y	15	Instructional program code where student is enrolled in - e.g. "ESL" or "GED"	BS - Basic Skills (ABE) ESL - ESL/ELL CIT - Citizenship HS - High School Diploma GED – HSE HSE - High school equivalency VOCED - Career and Technical Education (CTE) WFR - Workforce Readiness AD - Adults w/Disabilities PARENT - Adults supporting K12 student success OTHER - Other Program ROCP - ROCP PREAPPRENTICE - Pre-Apprenticeship
7	Program Start Date	Y	8	Start Date in Program	Date format required is MMDDYYYY – e.g. "07012016" for July 1 st , 2016
8	Program End Date		8	End Date in Program	Date format required is MMDDYYYY – e.g. "06302017" for June 30, 2017
9	Program Status		4	Program status code – e.g. "RET" or "LEFT" Leave empty when not available.	RET - Retained in program LEFT - Left Program NO12 - No show or did not attend at least 12 hours
10	Program Exit Reason		6	Reason code for exiting program, when applicable – e.g. "COMPGM" or "FP". Leave empty when not available.	CHPGM - Changed class or program COMPGM - Completed Program MG - Met Goal EPY - End of program year GOTJOB - Got a job MOVED - Moved SCHCON - Schedule conflict TRAN - Lack of transportation LCC - Lack of child care FP - Family problems OHP - Own health problems

					LI - Lack of interest PS - Public safety AS - Administratively separated UNKR - Unknown reason OKR - Other known reason RI - Released from Incarceration AD – Active Duty in armed services IC – Incarcerated D – Deceased LTMT – Long term medical treatment
11	Update Date	Y	8	Update Date in Program/Class Either Program Start Date or Update Date or both should be provided. When Update Date is provided Program Progress should also be provided.	Date format required is MMDDYYYY – e.g. “07012016” for July 1 st , 2016
12	Program Progress		5	Progress code for instructional program, when applicable – e.g. “PWL” or “COMPL”. Leave empty when not available.	PWL - Progressed within level or program COMPL - Completed level or program ADV - Advanced to a higher level or program

One record sample:

"UVCD", "CA", "4098", "1010", "10001", "BS", "07012016", "09202016", "RET", "AD", "08202016", "PWL"

5 – Entry Data (ENTR)

#	Field Name	Reqd.	Max Length	Comments	Accepted Codes
1	Vendor Code	Y	4	Alphanumeric vendor code supplied by CASAS; unrecognized codes or empty values will prevent the data import	
2	State Code	Y	2	Use standard U.S. Postal State abbreviations – e.g. CA for California	
3	Agency ID	Y	15	Agency ID as recorded in TE Alphanumeric field	
4	Site ID	Y	15	Site ID as recorded in TE Alphanumeric field	
5	Student ID	Y	15	Student ID as recorded in TE Alphanumeric field	
6	Entry Date	Y	8	Entry Date in Program/Class	Date format required is MMDDYYYY – e.g. “07012016” for July 1 st , 2016
7	Primary Attainable Goal		4	Attainable goal code endorsed as the primary goal - e.g. “IBS” or “GJ” Leave empty when not available.	IBS - Improve basic skills IES - Improve English skills HS - H.S. Dipl./HSE GJ - Get a Job RJ - Retain Job ECT - Enter college or training WBP - Work-based project FG - Family Goal CIT - U.S. Citizenship MIL - Military PG - Personal Goal N - None O - Other Attainable Goal GBJ - Get a better job ESTT – Enter Short Term Training GOT – Get off TANF or other Public Assistance
8	Secondary Attainable Goal		4	Attainable goal code endorsed as the secondary goal - e.g. “RJ” or “GBJ” Leave empty when not available.	Same set as above.
9	Special Programs		65	List of special program codes associated with the student, separated by comma (e.g. “J,SN,ENTP” or “DL”). Leave empty when not available.	NN - None J - Jail CC - Community Corrections SC - State Corrections H - Homeless Program FL - Family Literacy WE - Workplace Ed. T - Tutoring DL - Distance Learning SN - Special Needs AE - Alternative Ed. [K12] ENTP - Non-traditional Training ELC - EL Civics (IELCE) CARLPK - Carl Perkins

					EVEN - Even Start CBET - CBET OT - Other OA - Older Adults IET – Integrated Education & Training
10	Employment Barriers		65	List of employment barrier codes associated with the student, separated by comma (e.g. “CB,HI” or “MSF”). Leave empty when not available.	CB - Cultural Barriers DISABLED - Disabled DSBLH - Displaced Homemaker ELL - English Language Learner EO - Ex-Offender FCY - Foster Care Youth HI - Homeless LTU - Long-term Unemployed LII - Low income LLL - Low Levels of Literacy MSF - Migrant & Seasonal Farmworker SF - Seasonal Farmworker SP - Single Parent NOTANF - No TANF in 2 Years or Less
11	Personal Status		60	List of personal status codes associated with the student, separated by comma (e.g. “WIA,WIOAIII” or “REHAB”). Leave empty when not available.	TANF - TANF OPA - Other public assistance WIA - WIOA, Title I REHAB - WIOA, Title IV HSK12 - Enrolled in high school/K12 DW - Dislocated worker V - Veteran DSBL - Physically disabled OTHER - Other LDSBL - Learning disabled WIOAIII - WIOA, Title III REF - Refugee
12	Labor Force Status		4	Labor force status code endorsed by the student - e.g. “U” or “E” Leave empty when not available.	U - Unemployed E - Employed W - Employed, with notice L - Not in labor force
13	Instructional Level		7	Instructional level code endorsed by the student - e.g. “ESLIH” or “BSAL” Leave empty when not available.	ESLBL - Beginning Literacy ESLB - Beginning Low ESLBH - Beginning High ESLIL - Intermediate Low ESLIH - Intermediate High ESLA - Advanced ESLCMP - Completed Advanced BSBL - Beginning Literacy BSB - Beginning BSIL - Intermediate Low BSIH - Intermediate High BSAL - ASE Low BSAH - ASE High

					BSCMP - Completed ASE High
14	Annual Income Threshold		8	Annual income threshold code endorsed by the student - e.g. "SINGLE" or "MARRIED". Leave empty when not available.	SINGLE - Single person and income below the federal poverty level MARRIED - Married and combined income below the federal poverty level
15	Hourly Wage		6	Hourly wage in dollars. Two decimals allowed.	
16	Quarterly Wage		8	Quarterly wage in dollars. Two decimals allowed.	
17	Work Hours per Week		2	Number of work hours per week.	
18	Transition Services Received		50	List of transition services received prior to program enrollment, separated by comma (e.g. "ATC,CCD" or "OJT"). Leave empty when not available.	ATC – Assessment / Testing / Counseling PDT - Personal Development Training CCD - Counseling/Career Development JDJSA - Job Development/Job Search Assistance OST - Occupational Skills Training (non-OJT) OJT - On-the-Job Training (OJT) WE - Work Experience PESJRT - Pre-Employment Skills/Job Readiness Training PAE - Postsecondary Academic Education OTS - Other Transition Services
19	Supportive Services Received		80	List of supportive services received prior to program enrollment, separated by comma (e.g. "TRANSPORT,HEALTHCARE" or "FEDCASH"). Leave empty when not available.	TRANSPORT - Transportation HEALTHCARE - Health Care and Mental Health Care FAMILYCARE - Family/Child Care HOUSING - Housing or Rental Assistance PERSONAL - Personal, Financing, or Legal Counseling SIS - Supplementary Instruct. Serv. NBRP - Needs-Based Related Payments EFS - Emergency Financial Services FEDCASH - Federal Education Cash Assist. OTHER - Other Supportive Services
20	Pre-Employment Work Maturity Skills		150	List of pre-employment work maturity skill codes associated with the student, separated by comma (e.g. "WIA,WIOAIII" or "REHAB"). Leave empty when not available.	CAREER_DECISION - Make career decision MARKET_INFO - Use labor market info. PREPARE_RESUME - Prepare a resume COVER_LETTER - Write a cover letter

					<p>APPLICATION - Fill out an application</p> <p>INTERVIEW - Interview</p> <p>PUNCTUAL - Being punctual</p> <p>ATTENDANCE - Regular attendance</p> <p>INTERPERSONAL - Good interpersonal relations</p> <p>ATTITUDE - Positive attitude/behaviors</p> <p>APPEARANCE - Appropriate appearance</p> <p>COMPLETE_TASKS - Complete tasks effectively</p>
21	Workforce Readiness		100	<p>List of workforce readiness codes associated with the student, separated by comma (e.g. "WIA,WIOAIII" or "REHAB").</p> <p>Leave empty when not available.</p>	<p>COMMUNICATIONS - Communications</p> <p>THINKING - Thinking Skills</p> <p>LEARNING - Learning to Learn</p> <p>PERSONAL - Personal Qualities</p> <p>RESOURCES - Resources</p> <p>INTERPERSONAL - Interpersonal Skills</p> <p>INFORMATION - Information</p> <p>SYSTEMS - Systems</p> <p>TECHNOLOGY - Technology</p>

One record sample:

"UVCD", "CA", "4098", "1010", "10001", "07262016", "IBS", "GJ", "CC,SC", "CB", "TANF", "E", "ESLIH", "SINGLE", "50", "6500", "40", "ATC", "TRANSPORT", "CAREER_DECISION", "COMMUNICATIONS"

6 – Attendance Data (ATT)

#	Field Name	Reqd.	Max Length	Comments	Accepted Codes
1	Vendor Code	Y	4	Alphanumeric vendor code supplied by CASAS; unrecognized codes or empty values will prevent the data import	
2	State Code	Y	2	Use standard U.S. Postal State abbreviations – e.g. CA for California	
3	Agency ID	Y	15	Agency ID as recorded in TE Alphanumeric field	
4	Site ID	Y	15	Site ID as recorded in TE Alphanumeric field	
5	Student ID	Y	15	Student ID as recorded in TE Alphanumeric field	
6	Class ID	Y	21	Class ID as recorded in TE Alphanumeric field	
7	Extended Class ID		15	Extended Class ID as recorded in TE Alphanumeric field	
8	Record Date	Y	8	Date of record in TE or date of attendance	Date format required is MMDDYYYY – e.g. “07012016” for July 1 st , 2016
9	Minutes of Instruction	Y	6	Total number of minutes of instruction received by the student on this date (instructional + DL minutes) Numeric field	Maximum 840 minutes per day
10	Participation Source	Y	15	Participation source code describing the type of attendance data - e.g. “DAILY” or “UPDATE”.	UPDATE - Student Update TEST - Student Test OBSERVATION - Student Observation DAILY - Daily Attendance CUMULATED - Student Update (Cumulated)
11	Minutes of Distance Learning		6	Number of minutes of distance learning on this date Numeric field	Maximum 840 minutes per day

One record sample:

"UVCD", "CA", "4098", "1010", "10001", "101", "01", "08012016", "300", "Daily", "180"

7 – Test Data (TEST)

#	Field Name	Reqd.	Max Length	Comments	Accepted Codes
1	Vendor Code	Y	4	Alphanumeric vendor code supplied by CASAS; unrecognized codes or empty values will prevent the data import	
2	State Code	Y	2	Use standard U.S. Postal State abbreviations – e.g. CA for California	
3	Agency ID	Y	15	Agency ID as recorded in TE Alphanumeric field	
4	Site ID	Y	15	Site ID as recorded in TE Alphanumeric field	
5	Student ID	Y	15	Student ID as recorded in TE Alphanumeric field	
6	Assessment Date	Y	8	Assessment Date	Date format required is MMDDYYYY – e.g. “07012016” for July 1 st , 2016
7	Assessment Form Code	Y	5	Assessment form code pertaining to the test record - e.g. “031R” or “032M”	One of the official assessment form codes: 031R - Life Skills Reading Level A 032M - Life Skills Math Level A etc.
8	Class ID		21	Class ID as recorded in TE Alphanumeric field	
9	Extended Class ID		15	Extended Class ID as recorded in TE Alphanumeric field	
10	Raw Score		2	Raw score of the test Numeric field	
11	Scale Score		3	Scale score of the tests (required especially for non-CASAS assessment forms) Numeric field	
12	Is Accurate		1	Flag indicating if the test result is accurate	Y – Yes or T – True N – No or F – False
13	Student Does not Have Skills For Testing		1	Flag indicating if the student does not have the skills to be tested	Y – Yes or T – True N – No or F – False
14	Is Score Override		1	Flag indicating if the scale score is an override	Y – Yes or T – True N – No or F – False
15	Test1		3	Flag indicating if the test was passed. Used for pass/fail-only tests like COAAPs. Alternatively, available for provider use.	Only values composed from digits are accepted, in the range 0 to 999. For Additional Assessments: 000 – Failed 999 – Passed
16	Test2		3	A field dedicated to provider use	Only values composed from digits are accepted, in the range 0 to 999.
17	Test3		3	A field dedicated to provider use	Only values composed from digits are accepted, in the range 0 to 999.
18	Test4		3	A field dedicated to provider use	Only values composed from digits are accepted, in the range 0 to 999.

19	Conservative Estimate		1	Flag indicating if the scale score is a conservative estimate Only used by the export routine, value is discarded at import	Y – Yes or T – True N – No or F – False
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One record sample:

"UVCD", "CA", "4098", "1010", "10003", "08022016", "013R", "101", "01", "20", "210", "Y", "N", "Y", "123", "234", "345", "456"

8 – Student Class Status (SCS)

#	Field Name	Reqd.	Max Length	Comments	Accepted Codes
1	Vendor Code	Y	4	Alphanumeric vendor code supplied by CASAS; unrecognized codes or empty values will prevent the data import	
2	State Code	Y	2	Use standard U.S. Postal State abbreviations – e.g. CA for California	
3	Agency ID	Y	15	Agency ID as recorded in TE Alphanumeric field	
4	Site ID	Y	15	Site ID as recorded in TE Alphanumeric field	
5	Class ID	Y	21	Class ID as recorded in TE Alphanumeric field	
6	Extended Class ID		15	Extended Class ID as recorded in TE Alphanumeric field	
7	Student ID	Y	15	Student ID as recorded in TE Alphanumeric field	
8	Student Class Status	Y	5	Code describing the student status in class - e.g. "ACT" or "COMPL".	ACT - Active COMPL - Completed INACT - Inactive
9	Last Status Update Date	Y	8	Date of last update of the student status in class	Date format required is MMDDYYYY – e.g. "08252016" for August 25, 2016
10	Student Start Date in Class		8	Date when student was enrolled in class	Date format required is MMDDYYYY – e.g. "07012016" for July 1 st , 2016
11	Student End Date in Class		8	Date when student exited the class	Date format required is MMDDYYYY – e.g. "08252016" for August 25, 2016

One record sample:

"UVCD", "CA", "4098", "1010", "101", "01", "10001", "COMPL", "08172016", "08012016", "08172016"

9 – Update Data (UPDT)

#	Field Name	Reqd.	Max Length	Comments	Accepted Codes
1	Vendor Code	Y	4	Alphanumeric vendor code supplied by CASAS; unrecognized codes or empty values will prevent the data import	
2	State Code	Y	2	Use standard U.S. Postal State abbreviations – e.g. CA for California	
3	Agency ID	Y	15	Agency ID as recorded in TE Alphanumeric field	
4	Site ID	Y	15	Site ID as recorded in TE Alphanumeric field	
5	Student ID	Y	15	Student ID as recorded in TE Alphanumeric field	
6	Update Date	Y	8	Update Date in Program/Class	Date format required is MMDDYYYY – e.g. “07012016” for July 1 st , 2016
7	Training Services Received		50	List of received training service codes, separated by comma (e.g. “ET,ABEESL” or “CT”). Leave empty when not available.	OTJT - On the Job Training SU - Skill Upgrading ET - Entrepreneurial Training (non-WIOA Youth) ABEESL - ABE/ESL in conjunction w/Training (non-TAA funded) CT - Customized Training OOST - Other Occupational Skills Training RT - Remedial Training (ABE/ESL – TAA only) PT - Prerequisite Training RA - Registered Apprenticeship YOST - Youth Occupational Skills Training ONOST - Other Non-Occupational-Skills Training U - Unspecified Training
8	Career Services Received		15	List of received career service codes, separated by comma (e.g. “I,F” or “IO”). Leave empty when not available.	B - Basic I - Individualized IO - Information only F - Follow up SS - Self-service
9	Vocational Rehabilitation Services Received		10	List of received vocation rehabilitation service codes, separated by comma (e.g. “VR” or “VRE”). Leave empty when not available.	VR - Vocational Rehabilitation VRE - Vocational Rehabilitation and Employment
10	Work Results		190	List of achieved work result codes, separated by comma (e.g. “WORK_INCWAGE” or “WORK_GOTJOB, WORK_EXPERIENCE, WORK_OFF_ASSISTANCE”). Leave empty when not available.	WORK_GOTJOB - Got a job WORK_INCWAGE - Increased wages WORK_RETAINED - Retained job WORK_BETTERJOB - Got a better job

					<p>WORK_METGOAL - Met work-based project goal</p> <p>WORK_TRAINING - Entered job training</p> <p>WORK_TRAININGPRG - Entered training program</p> <p>WORK_TRNGMLST - Training milestone</p> <p>WORK_APPRENTICE - Entered apprenticeship</p> <p>WORK_MILITARY - Entered military</p> <p>WORK_EXPERIENCE - Acquired workforce readiness skills</p> <p>WORK_OFF_ASSISTANCE - Reduced public assistance</p> <p>WORK_OTHER - Other work outcome</p>
11	Education Results		370	<p>List of achieved education result codes, separated by comma (e.g. "EDU_GED2014" or "EDU_CERTIFICATE, EDU_ENROLLSECONDARY").</p> <p>Leave empty when not available.</p>	<p>EDU_GED2014 - Passed GED (2014)</p> <p>EDU_HISET - Passed HiSET</p> <p>EDU_TASC - Passed TASC</p> <p>EDU_DIPLOMA - Earned High School diploma</p> <p>EDU_K12 - Returned to K-12</p> <p>EDU_COMPUTER - Gained computer/tech skills</p> <p>EDU_COMPLETED_COURSE - Completed course</p> <p>EDU_MASTERED_COMPS - Mastered course competencies</p> <p>EDU_CERTIFICATE - Earned certificate</p> <p>EDU_ACHIEVEMENT - Educational achievement</p> <p>EDU_SKILLS - Skills progression</p> <p>EDU_TRANSCRIPTSEC - Secondary transcript or report card</p> <p>EDU_TRANSCRIPTPOST - Postsecondary transcript or report card</p> <p>EDU_ENROLLSECONDARY - Enrolled in secondary program</p> <p>EDU_POSTSECONDARY - Entered college</p> <p>EDU_CREDIT_TRAN - Transitioned to credit (transfer)</p> <p>EDU_CREDIT_NTRAN - Transitioned to credit (non-transfer)</p> <p>EDU_CREDENTIAL - Attained credential</p> <p>EDU_AA_AS - Attained A.A. or A.S. degree</p>

					EDU_BA_BS - Attained B.A. or B.S. degree EDU_ENTER_GS - Entered graduate studies EDU_POSTGRADUATE - Attained post graduate degree EDU_OS_L - Occupational skills licensure EDU_OS_C - Occupational skills certificate EDU_O_CERT - Occupational certifications EDU_OTHER - Other recognized diploma, degree, or certificate
12	Personal Results		75	List of achieved personal result codes, separated by comma (e.g. "PERS_INCRCHILDED" or "PERS_INCRCHILDLIT, PERS_METFGOAL"). Leave empty when not available.	PERS_INCRCHILDED - Increased involvement in children's education PERS_INCRCHILDLIT - Increased involvement in children's literacy activities PERS_METFGOAL - Met other family goal PERS_METGOAL - Met personal goal PERS_OTHER - Other personal/family outcome
13	Community Results		90	List of achieved community result codes, separated by comma (e.g. "COMM_REZIDENCE" or "COMM_RECEIVED_CIT, COMM_VOTE"). Leave empty when not available.	COMM_REZIDENCE - Obtained permanent residence COMM_ACHIEVED_CIT - Attained U.S. citizenship COMM_RECEIVED_CIT - Achieved U.S. citizenship skills COMM_VOTE - Registered to vote or voted for first time COMM_INVOLVEMENT - Increased involvement in community activities COMM_OTHER - Other community outcome
14	Enrolled In Education Leading To Postsecondary Credential		1	Flag if student enrolled in education leading to postsecondary credential	Y – Yes or T – True N – No or F – False
15	Enrolled In Training Leading To Postsecondary Credential		1	Flag if student enrolled in training leading to postsecondary credential	Y – Yes or T – True N – No or F – False
16	Post Exit Enrolled In Education Leading To Postsecondary Credential		1	Flag if student post exit enrolled in education leading to postsecondary credential	Y – Yes or T – True N – No or F – False

17	Post Exit Enrolled In Training Leading To Postsecondary Credential		1	Flag if student post exit enrolled in training leading to postsecondary credential	Y – Yes or T – True N – No or F – False
18	Labor Force Status		4	Labor force status code endorsed by the student - e.g. “U” or “E” Leave empty when not available.	U - Unemployed E - Employed W - Employed, with notice L - Not in labor force
19	Instructional Level		7	Instructional level code endorsed by the student - e.g. “ESLIH” or “BSAL” Leave empty when not available.	ESLBL - Beginning Literacy ESLB - Beginning Low ESLBH - Beginning High ESLIL - Intermediate Low ESLIH - Intermediate High ESLA - Advanced ESLCMP - Completed Advanced BSBL - Beginning Literacy BSB - Beginning BSIL - Intermediate Low BSIH - Intermediate High BSAL - ASE Low BSAH - ASE High BSCMP - Completed ASE High
20	Met Instructional Intensity		1	Flag if student met required instructional intensity	Y – Yes or T – True N – No or F – False
21	Annual Income Threshold		8	Annual income threshold code endorsed by the student - e.g. “SINGLE” or “MARRIED”. Leave empty when not available.	SINGLE - Single person and income below the federal poverty level MARRIED - Married and combined income below the federal poverty level
22	Hourly Wage		6	Hourly wage in dollars. Two decimals allowed.	
23	Quarterly Wage		8	Quarterly wage in dollars. Two decimals allowed.	
24	Work Hours per Week		2	Number of work hours per week.	
25	Transition Services Received		50	List of transition services received in program, separated by comma (e.g. “ATC,CCD” or “OJT”). Leave empty when not available.	ATC – Assessment / Testing / Counseling PDT - Personal Development Training CCD - Counseling/Career Development JDJSA - Job Development/Job Search Assistance OST - Occupational Skills Training (non-OJT) OJT - On-the-Job Training (OJT) WE - Work Experience PESJRT - Pre-Employment Skills/Job Readiness Training PAE - Postsecondary Academic Education OTS - Other Transition Services

26	Supportive Services Received		80	List of supportive services received in program, separated by comma (e.g. "TRANSPORT,HEALTHCARE" or "FEDCASH"). Leave empty when not available.	TRANSPORT - Transportation HEALTHCARE - Health Care and Mental Health Care FAMILYCARE - Family/Child Care HOUSING - Housing or Rental Assistance PERSONAL - Personal, Financing, or Legal Counseling SIS - Supplementary Instruct. Serv. NBRP - Needs-Based Related Payments EFS - Emergency Financial Services FEDCASH - Federal Education Cash Assist. OTHER - Other Supportive Services
27	Pre-Employment Work Maturity Skills		150	List of pre-employment work maturity skill codes associated with the student, separated by comma (e.g. "WIA,WIOAIII" or "REHAB"). Leave empty when not available.	CAREER_DECISION - Make career decision MARKET_INFO - Use labor market info. PREPARE_RESUME - Prepare a resume COVER_LETTER - Write a cover letter APPLICATION - Fill out an application INTERVIEW - Interview PUNCTUAL - Being punctual ATTENDANCE - Regular attendance INTERPERSONAL - Good interpersonal relations ATTITUDE - Positive attitude/behaviors APPEARANCE - Appropriate appearance COMPLETE_TASKS - Complete tasks effectively
28	Workforce Readiness		100	List of workforce readiness codes associated with the student, separated by comma (e.g. "WIA,WIOAIII" or "REHAB"). Leave empty when not available.	COMMUNICATIONS - Communications THINKING - Thinking Skills LEARNING - Learning to Learn PERSONAL - Personal Qualities RESOURCES - Resources INTERPERSONAL - Interpersonal Skills INFORMATION - Information SYSTEMS - Systems TECHNOLOGY - Technology
29	High School Credits Earned		5	Number of high school credits earned. Two decimals allowed.	

One record sample:

"UVCD", "CA", "4098", "1010", "10001", "08182016", "OTJT,SU", "B,I", "VRE", "WORK_RETAINED,WORK_METGOAL", "EDU_K12", "PERS_INCRCHILDDED", "COMM_VOTE", "Y", "N", "N", "Y", "E", "BSAL", "Y", "SINGLE", "50", "6500", "40", "ATC", "TRANSPORT", "CAREER_DECISION", "COMMUNICATIONS"

10 – HSE Exam Results (HSE)

#	Field Name	Reqd.	Max Length	Comments	Accepted Codes
1	Vendor Code	Y	4	Alphanumeric vendor code supplied by CASAS; unrecognized codes or empty values will prevent the data import	
2	State Code	Y	2	Use standard U.S. Postal State abbreviations – e.g. CA for California	
3	Agency ID	Y	15	Agency ID as recorded in TE Alphanumeric field	
4	Site ID	Y	15	Site ID as recorded in TE Alphanumeric field	
5	Student ID	Y	15	Student ID as recorded in TE Alphanumeric field	
6	GED2014 ID		50	GED 2014 ID Alphanumeric field	
7	GED 2014 - Reasoning Through Language Arts		1	Passed GED 2014 section - Reasoning Through Language Arts	Y – Yes or T – True N – No or F – False
8	GED 2014 - Science		1	Passed GED 2014 section - Science	Idem
9	GED 2014 - Social Studies		1	Passed GED 2014 section – Social Studies	Idem
10	GED 2014 - Mathematical Reasoning		1	Passed GED 2014 section – Mathematical Reasoning	Idem
11	GED 2014 - Reasoning Through Language Arts score		3	Score for GED 2014 section - Reasoning Through Language Arts	
12	GED 2014 – Science score		3	Score for GED 2014 section - Science	
13	GED 2014 - Social Studies score		3	Score for GED 2014 section – Social Studies	
14	GED 2014 - Mathematical Reasoning score		3	Score for GED 2014 section – Mathematical Reasoning	
15	GED 2014 - Reasoning Through Language Arts date		8	GED 2014 - Reasoning Through Language Arts date	Date format required is MMDDYYYY – e.g. “07012016” for July 1 st , 2016
16	GED 2014 – Science date		8	GED 2014 – Science date	Idem
17	GED 2014 - Social Studies date		8	GED 2014 - Social Studies date	Idem
18	GED 2014 - Mathematical Reasoning date		8	GED 2014 - Mathematical Reasoning date	Idem
19	GED 2014 - Non-English		1	Was administered a Non-English GED 2014 version	Y – Yes or T – True N – No or F – False

20	HiSET ID		50	HiSET ID Alphanumeric field	
21	HiSET - Language Arts, Writing		1	Passed HiSET section - Language Arts, Writing	Y – Yes or T – True N – No or F – False
22	HiSET - Science		1	Passed HiSET section - Science	Idem
23	HiSET - Social Studies		1	Passed HiSET section – Social Studies	Idem
24	HiSET - Language Arts, Reading		1	Passed HiSET section – Language Arts, Reading	Idem
25	HiSET - Math		1	Passed HiSET section – Math	Idem
26	HiSET - Language Arts, Writing score		3	Score for HiSET section - Language Arts, Writing	
27	HiSET – Science score		3	Score for HiSET section - Science	
28	HiSET - Social Studies score		3	Score for HiSET section – Social Studies	
29	HiSET - Language Arts, Reading score		3	Score for HiSET section – Language Arts, Reading	
30	HiSET - Math score		3	Score for HiSET section – Math	
31	HiSET - Language Arts, Writing date		8	HiSET - Language Arts, Writing date	Date format required is MMDDYYYY – e.g. “07012016” for July 1 st , 2016
32	HiSET – Science date		8	HiSET – Science date	Idem
33	HiSET - Social Studies date		8	HiSET - Social Studies date	Idem
34	HiSET - Language Arts, Reading date		8	HiSET - Language Arts, Reading date	Idem
35	HiSET - Math date		8	HiSET - Math date	Idem
36	HiSET - Non-English		1	Was administered a Non-English HiSET version	Y – Yes or T – True N – No or F – False
37	TASC_ID		50	TASC ID Alphanumeric field	
38	TASC - Language Arts		1	Passed TASC section - Language Arts	Y – Yes or T – True N – No or F – False
39	TASC - Math		1	Passed TASC section - Math	Idem
40	TASC - Science		1	Passed TASC section – Science	Idem
41	TASC - Social Studies		1	Passed TASC section – Social Studies	Idem
42	TASC - Writing		1	Passed TASC section – Writing	Idem
43	TASC - Language Arts score		3	Score for TASC section - Language Arts	
44	TASC – Math score		3	Score for TASC section - Math	
45	TASC - Science score		3	Score for TASC section – Science	
46	TASC - Social Studies score		3	Score for TASC section – Social Studies	
47	TASC - Writing score		3	Score for TASC section – Writing	

48	TASC - Language Arts date		8	TASC - Language Arts date	Date format required is MMDDYYYY – e.g. “07012016” for July 1 st , 2016
49	TASC – Math date		8	TASC – Math date	Idem
50	TASC - Science date		8	TASC - Science date	Idem
51	TASC - Social Studies date		8	TASC - Social Studies date	Idem
52	TASC - Writing date		8	TASC - Writing date	Idem
53	TASC - Non-English		1	Was administered a Non-English TASC version	Y – Yes or T – True N – No or F – False

One record sample:

"UVCD","CA","4098","1010","10001","2563456","Y","Y","","","480","460","0","0","01012014","01012014","","",
 "",