Update Record Form (EUUS-008)

The following table identifies the requirements and data elements of the Update Record Form (EUUS-008). Attachment B contains an example of this form.

Local Agency Number: Print your CASAS local agency ID Number (provided by CASAS).

Site Number: Leave blank unless instructed otherwise by your local agency.

Field No. and Name	TOPSpro Update Record Instructions
1a Student Name & Student Phone Number	Enter last name, then first name. Students with two last names should choose one name and use this name consistently on all subsequent forms.
1b Student Address	Enter student address here.
2 Instructor Name	Enter instructor's name or other designators as directed by the local agency. Agencies use this space to indicate an instructor, a class time, location, or other information used for identification.
3 Student Identification	Enter the unique student identification number used consistently on all subsequent forms. This may be the student's Social Security number or local agency-assigned number. Note: The CDE requires Social Security numbers only for students who qualify for PBA. See Supplemental Instructions for PBA Students. **Note:** This field is critical. TOPSpro links all student information by their unique student identification (ID) number. Students must use one unique ID number on all forms in all classes during the program year. Agencies must ensure that student data submitted to the CDE is unduplicated.
4 Date of Class Update	If the Update Record documents a student who has left a program, indicate date the student left. Otherwise, indicate date form is filled out. Use a leading zero for numbers less than ten.
5 Hours of Instruction	Indicate as accurately as possible the total number of hours of instruction the student received between the date of Entry and the date of Update. If multiple Entry and Update Records are completed, record the number of instructional hours since the most recent Update Record in the same instructional program. TOPSpro will add the total hours of instruction on each completed Update Record to summarize the number of hours of program instruction.

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6 Instructional Program	Indicate the one instructional program the student is enrolled in for this class.		
	Basic Skills (ABE)	=	For adults who lack competence in reading, writing, speaking, problem solving, or computation at a level necessary to function in society, on a job, or in a family.
	ESL	=	Helps adults who are limited English proficient achieve competence in the English language.
	ESL/Citizenship	=	Helps adults who are limited English proficient achieve competence in English with focus on language skills necessary to obtain citizenship.
	Citizenship	=	Class to obtain U.S. citizenship.
	High School Diploma	=	Traditional high school diploma or alternative high school or adult high school diploma.
	GED	=	Preparation for the GED test. Includes learners working on a GED in languages other than English (i.e. Spanish GED).
	Spanish GED	=	Leave blank.
	Career and Technical Education	=	A sequence of courses that directly relate to the preparation of individuals in paid or unpaid employment in current or emerging occupations requiring other than a baccalaureate or advanced degree.
	Workforce Readiness	=	Helps participants identify occupational goals and acquire skills necessary to obtain and keep jobs. This may include: • Job seeking and job-keeping skills • Work habits training • Career decision-making • Career assessment • Job placement
	Adults with Disabilities	=	Persons with physical or mental impairments who, because of their limitations, cannot succeed without special education assistance, or who

Field No. and Name	TOPSpro Update Record Instructions
	require a modified program. Includes persons with the following impairments: • Developmental disability • Deafness or hearing impairments • Blindness or visual impairments • Emotional/mental disability • Physical disabilities • Traumatic brain injury • Neurological disability
	Health & Safety = Prepares individuals to apply basic engineering principles and technical skills in support of engineers and other professionals engaged in maintaining job-related health and safety standards.
	Home Economics = Family and consumer education instruction including the development of positive self-concept, understanding personal growth and development and relationships with peers and family members in the home, school, and community including men, women, minorities and persons with disabilities.
	Parent Education = Program of services that are of sufficient intensity in terms of hours, and of sufficient duration, to make sustainable changes in a family, and that integrate all of the following activities: a. Interactive literacy activities between parents and their children b. Training for parents regarding how to be the primary teacher for their children and full partners in the education of their children c. Parenting skills
	Older Adults = Services are provided primarily for adults as determine by their local agency.
	Other = Student is enrolled in a program not listed.

Field No. and Name	TOPSpro Update Record Instructions
7 Status	Indicate student's status since completion of the semester, session, term, or last Entry Record in an instructional program. Mark one.

Retained in Program	=	Code for students who: 1. Are currently enrolled in the instructional program and plan to continue in the instructional program during the next program year beginning July 1, or
		2. The instructor is not certain as to the student's future instructional program status. If an instructor is uncertain about an adult student's future instructional program status, then this category should be coded instead of the category "Left Program". **Example:** Student may have finished the class or instructional program but may return the following program year beginning July 1.
Left Instructional Program	=	Code for students who: • Left the instructional program before completion, or • Left the instructional program due to completion. *This category should only be coded in those situations where the instructor is reasonably certain the adult student will not be returning to the class or program.* If the instructor is uncertain about the adult student's status, refer to the instructions for the category "Retained in Program". *Student left the instructional program before completion, such as leaving a training instructional program before completing all required classes.* A student is considered to have left the instructional program if no instructional services have been received for 90

Field No. and Name	TOPSpro Update Record Instructions		
			consecutive days or no instructional services are scheduled. Date student left the instructional program should be coded in Field #4 (date of Class Update) on the Update Record.
			Student left the instructional program upon completion of instructional level or instructional program. Student is considered to be a instructional program completer if:
			Current instructional level has been successfully achieved, or
			The instructional goals and objectives of the current instructional program in which the learned is enrolled have been successfully completed. Date student left the instructional program should be coded in Field #4 (Date of Class Update) on the Update Records.
	No Show or Did Not Attend at Least 12 Hours	=	Student did not show up for class or attend class for ≥12 instructional hours.
8 Progress	Indicate the student's progress since the completion of the Entry Record.		
	Progressed within Level or Instructional Program	=	Has progressed within the level where classified at instructional program entry but has not completed level or instructional program (example ESL Beginning Literacy pretest <180 and post-test ≤179).
	Completed Level/ Instructional Program	=	Completed level or instructional program but not currently receiving instruction at next level or instructional program (example ESL Beginning Literacy pretest <180, post-test ≥180).
	Advanced to a Higher Level or Instructional Program	=	Advanced and is receiving instruction at a higher level or instructional program than was indicated on the Entry Record.

Field No. and Name	TOPSpro Update Record Instructions		
9 Learner Results	Indicate student results within the current program year.		
Work	Got a Job	=	Obtained a job while receiving instruction.
	Retained Job	=	Employed at time of Entry Record and remained employed.
	Met Work-Based Project Goal	=	Acquired the skills taught in a short-term learning course designed to teach specific work-based skills. A short-term course is an instructional program of at least 12 hours but no more than 30 hours.
	Entered Job Training	=	Entered an occupational skills training program in the current program year. Student may or may not have completed program at time of Update Record.
	Entered an Apprenticeship	=	Has entered into an "apprenticeship agreement" with employer or sponsor. Student's participation in the approved program of training may be through employment, or education, or both.
	Entered Military	=	Entered into one of the branches of the U.S. Armed Services.
	Acquired Workforce Readiness Skills	=	Obtained work experience that enabled the student to receive future employment.
	Reduced Public Assistance	=	Received reduced financial assistance from state, federal or local government agencies while enrolled in the program or by the end of the program year.
	Other	=	Any work result the student obtained that is not listed.
Personal/Family	Increased Involvement in Children's Education	=	Increased involvement in the education of dependent children under his or her care, including: • Helping children more frequently with their schoolwork • Increased contact with children's teachers to discuss children's education

Field No. and Name	TOPSpro Update Record Instructions
	• More involvement in children's school, such as attending school activities and parent meetings • Volunteering to work on school projects
	Increased Involvement in Children's Literacy-Related Activities = Increases involvement in the literacy-related activities of dependent children under his or her care, including: • Reading to children • Visiting a library • Purchasing books or magazines for children
	Met Other Family Goal = Made measurable improvement in: • Diet • Exercise for self and family • Reducing or ceasing any unhealthy habit or addiction • Mobility in the community • Other positive lifestyle changes.
	Met Personal Goal = Met a personal goal while receiving instruction which was personal/family related and had a clearly definable outcome.
	Other = Other personal/family results not listed.
Community Education	Achieved U.S. Citizenship Skills = Obtained the skills needed to pass the U.S. citizenship exam.
	Registered to Vote or Voted for First Time = Registered to vote or voted for the first time during instruction.
	Increased Involvement in Community Activities = Increased involvement in the following community activities during instruction: • Attending or organizing meetings of neighborhood • Community or political organizations • Volunteering to work for such organizations • Contributing to the support of such organization • Volunteering to work on community improvement activities.

Field No. and Name	TOPSpro Update Record Instructions		
Education	Other	=	Any other community-related result that the student obtained that is not listed.
	Returned to K-12	=	Returned to the traditional K-12 school system or alternative high school program.
	Passed GED	=	Obtained passing scores on the GED tests. In addition, students who received a CHSPE should mark this field.
	Earned Certificate	=	Obtained recognized certification of attainment of literacy-related competencies.
	Earned a High School Diploma	=	Obtained a high school diploma and passed the CAHSEE, or state recognized equivalent, documenting satisfactory completion of secondary studies (high school or adult high school diploma).
	Entered College	=	Enrolled in postsecondary education, such as a community college or four-year institution.
	Entered Training Program	=	Enrolled in an occupational skills training program that builds upon and does not duplicate other services or training received, regardless of whether the prior services or training were completed.
	Gained Computer or Technical Skills	=	Increased knowledge of computers including both hardware and software.
	Mastered Course Competencies/ Educational Plan	=	Passed final test, was promoted to the next level (if applicable), and met objectives of the course.
	Other	=	Any other education-related result not listed.
10 Class Number	Write class number in boxes at the top. Bubble with the same numbers below. Local agency determines and creates its class numbering system. Numbers can be right or left justified.		

Field No. and Name	TOPSpro Update Record Instructions
	Note: TOPSpro reads "0" as a number, not a placeholder. For example, class number 1234 will be read as a different number than "00001234."
11 Instructional Level	Mark one. Indicate the student's present placement in instructional level according to the CASAS Skill Level Descriptors or appraisal. These levels correspond to the California Model Standards. See CASAS/NRS Skill Level Descriptors and the California Benchmarks with NRS and CASAS Level Names.
12 Skill Level	Leave blank.
13 Reason for Exiting	Must complete if Item 7 Status is marked "Left Instructional Program."

Changed Class or Instructional Program	=	Changed classes or entered into another educational or training program.
Completed Instructional Program	=	Attained goal defined at enrollment.
Met goal	=	Student met the goal for which enrolled.
End of Program Year	=	Update Record completed because it is the end of the program year. Local agency or student anticipates continuing enrollment into the next program year.
Got a Job	=	Obtained full or part-time paid.
Moved	=	Changed residence to another geographic location outside program service area.
Schedule Conflict	=	Not available due to a conflict with the schedule of instruction.
Lack of Transportation	=	Without own means of transportation and is unable to arrange for private transportation between home and location of instruction.
Lack of Childcare	=	Resources or facilities needed to meet the student's childcare needs are not available.
Own Health Problems	=	Needs or is receiving medical or mental health treatment that precludes

Field No. and Name	TOPSpro Update Record Instructions		
			participation in instruction.
	Lack of Interest	=	Declines to complete service due to lack of interest or perceived value of the program.
	Public Safety	=	Concerned for personal safety, such as fear of riding the bus, walking to classes through dangerous neighborhoods, or similar reason.
	Administrative Separation	=	Dismissed by school administration for cause.
	Unknown Reason	=	Unable to contact using address, phone number and alternative contact information provided by student.
	Other Known Reason	=	All other known reasons. State the specific reason.
14 Sub-Sections of GED Passed	Indicate any sections of the GED that the student passed since completing the Entry Record. **Note:** GED sections have been renamed.		
15 High School Credits Earned	Please indicate if the student earned any high school credits since completing the Entry Record (or previous Update Record in this class). **Note:** TOPSpro aggregates values of multiple bubbles. For example, if a student earned 23 credits, both the bubble indicating three credits (3.0) and the bubble indicating twenty credits (20.0) should be marked. TOPSpro will add the two bubbles together to total 23 credits.		

SAMPLE ON NEXT PAGE

Sample Update Record

TOPS
Tracking Of Programs and Students

Agency # 1 9 5 4

Update Record

EUUS-008

① Acuna Rosalina
Student Last Name   First   Middle

② Staff, Person   ① 1500 Main Street   James
Instructor Name   Student Address   City

Box 7 – Status Mark "Retained in Program" if the student has changed to another teacher's class, you think s/he may return, or it's June and the student plans to continue in the summer. Mark "Left Program" if the student has not been in class for 90 consecutive days.

Box 4 – Date of Class Update
Mark the last date of attendance for the student or the date you are completing the Update.

④ **DATE OF CLASS UPDATE**

⑤ **HOURS OF INSTRUCTION**

⑥ **INSTRUCTIONAL PROGRAM** (Mark one) ★
- ☐ Basic Skills (ABE)
- ● ESL
- ☐ ESL / Citizenship
- ☐ Citizenship
- ☐ High School Diploma
- ☐ GED
- ☐ Spanish GED
- ☐ Career / Tech Ed
- ☐ Workforce Readiness
- ☐ Adults w / Disabilities
- ☐ Health & Safety
- ☐ Home Economics
- ☐ Parent Education
- ☐ Older Adults
- ☐ Other

⑦ **STATUS** (Mark one)
- ● Retained in program
- ☐ Left program
- ☐ No show or did not attend at least 12 hours

⑧ **PROGRESS** (Mark highest)
- ● Progressed within level or program
- ☐ Completed level or program
- ☐ Advanced to a higher level or program

Box 8 – Progress
Mark one.
"Progressed…" for those who have not completed a level (e.g. Beginning. Low) or program (e.g. ESL).
"Completed" for those who have completed a level or program, but are not currently receiving instruction at the next level or anywhere in your program.
"Advanced…" for those now receiving instruction in your program at a higher level than stated on their Entry Record.

Box 9 – Learner Results
This is your chance to show all the things your student has accomplished while in your class.

⑨ **LEARNER RESULTS (Mark all that apply)**

WORK	PERSONAL / FAMILY	COMMUNITY	ED...
☐ Got a job	☐ Increased involvement in children's education	☐ Achieved U.S. Citizenship skills	☐ Returned t...
☐ Retained job	☐ Increased involvement in children's literacy related activities	☐ Registered to vote or voted for first time	☐ Passed GE...
☐ Met work-based project goal	☐ Met other family goal	● Increased involvement in community activities	☐ Earned cer...
☐ Entered job training	☐ Met personal goal	☐ Other	☐ Earned hig...
☐ Entered apprenticeship	...itary		☐ Entered co...
	...force readiness		☐ Entered tra...
● Met personal goal			☐ Gained cor...
...ublic assistance			☐ Mastered... educationa...
			☐ Other

Box 11 – Instructional Level
Mark the level that the student performs at in class. Use the CASAS Skill Level Descriptors to help you decide.

...NUMBER
0 3 5 0 6 0 1 3

⑪ **INSTRUCTIONAL LEVEL** (Mark one)

ESL	Basic Skills (ABE)
☐ Beg. Literacy	☐ Beg. Literacy
☐ Beg. Low	☐ Beginning
☐ Beg. High	☐ Int. Low
● Int. Low	☐ Int. High
☐ Int. High	☐ ASE Low
☐ Advanced	☐ ASE High
☐ Completed	☐ Completed
Adv. High	ASE High

⑫ **SKILL LEVEL**

⑬ **REASON** (Mark one)
- ● Changed class or program
- ☐ Completed Program
- ☐ Met goal
- ☐ End of program year
- ☐ Got a job
- ☐ Moved
- ☐ Schedule conflict
- ☐ Lack of transportation
- ☐ Administratively separated
- ☐ Unknown reason
- ☐ Other known reason

Box 13 – Reason for Exiting
Must complete if Box 7 is marked "Left Program." Otherwise, this is a great tool for determining agency needs. Mark the one that most closely applies. Mark "End of Program Year" if students will continue into the next fiscal year.

Sub-sections of GED passed   Mark one or more or leave blank   ☐ Language Arts, Writing   ☐ Science   ☐ Soc... Stud...

⑮ **High School credits earned**   Multiple bubbles are added together   ☐ 0.5 ☐ 1.0 ☐ 2.0 / ☐ 10.0 ☐ 20.0 ☐ 30.0

Box 14 – GED
For GED classes only.

* = re...