

# How do I...

## Designate a Student as Adult High School and/or IEL/CE

(And other secondary registration types)

### Adding Additional Registration Types



All States will have Integrated Education and Training Program (IETP) and IEL/CE as possible registration types.

Some states may have multiple other Registration Types including Adult High School, Adult Transitions and other non-NRS options such as Enrichment.

These registration types can be added to a student's record at any time during his/her participation and are used to further identify students as part of specific populations or service programs.

To add other Registration Types after initial registration, select the EDIT button on the Program Enrollment Bar which is part of the Student Profile Page

Demographics	NRS Registration	Intake	Class Placement	Assessment Testing	Secondary Goals						
_											
Program	Enrollment									🕑 Edit 🛛	1inimize [-]
Selecting	the EDIT	but	ton will	enter the	e Registr	ation <sup>-</sup>	Type I	Module.			
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Select the then the	e Program Typ student will be	e to reg re-ente	ister the stud ared into the p	ent in. If you al previous registr	ttempt to regi ation.	ister the st	udent in t	he same Program T	ype on the same day as	s a previous Program	п Туре,
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The Follow	ving Studen	t P Eni Far	Civics richment mily Literacy	atiala							
Name	Descr	pti Int NE Wo	ork Force Train	ation and Traini nt Phase ning	ing Program	NRS Test	ing	Accuplacer Testing	Enrollment Date	Separation Date	
NRS	Studen	ts w Wo	ork Ready				*	×	9/16/2017	Not Separated	Separate

Select the Additional Program Registration Type from the dropdown list (the available options are determined by State Policy and may only include IETP and IEL/CE).

Select the Entry Date for the Registration Type and ADD PROGRAM REGISTRATION.



MULTIPLE PROGRAM REGISTRATION TYPES CAN BE ADDED DURING THE INTAKE PROCESS OR AT ANY TIME DURING THE STUDENT PARTICIPATION. ANY REGISTRATION TYPE DATED IN A FISCAL YEAR, OR THAT CARRIES OVER TO A SUBSEQUENT FISCAL WILL QUALIFY THAT STUDENT FOR REPORTING FOR THAT YEAR.

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FOR EXAMPLE: IF AN ADULT HIGH SCHOOL REGISTRATION WAS APPLIED TO A STUDENT RECORD IN SEPTEMBER OF 2021 AND THE STUDENT CARRIED OVER TO THE 2022-23 FISCAL WITHIN THE SAME PERIOD OF PARTICIPATION AND THE ADULT HIGH SCHOOL REGISTRATION TYPE WAS NOT SEPARATED WITH A DATE OF 6/30/22 OR BEFORE, THAT STUDENT WOULD BE REPORTABLE AS AN ADULT HIGH SCHOOL STUDENT FOR THE 2022-23 FISCAL.

THIS SAME PROCESS APPLIES TO IEL/CE, IETP AND ALL OTHER REGISTRATION TYPES

Note: If there are specific NRS demographic questions required by the additional Registration Type, the system will automatically generate those questions.

#### Adult High School Registration Type

The Adult High School Registration Type MUST be accompanied by an NRS Registration Type to be properly recorded.

During the registration/intake process, multiple types of registrations can be added (one at a time) before continuing from that page.

In the example below, the student was assigned an NRS registration and an ITEP registration type during the intake process. Assigning an Adult High School Registration type can be achieved by selecting that option from the drop-down, setting a beginning date and confirming.

The Following Stu	dent Program Types have been chosen:					
Name	Description	NRS Testing	Accuplacer Testing	Enrollment Date	Separation Date	
Adult High School Student	Adult High School Student	×	×	7/1/2022	Not Separated	Separate
NRS Registration	Students who are working on Basic Literacy and Numeracy skills	*	×	7/2/2021	Not Separated	Separate

Once the registration types are assigned, they will display on the student enrollment record as below:

Provider Enrollment		🕑 Edit	t Minimize [-]
Enrolled in the following		Date Created	Date Separated
Mel's Test Program   Adult High School Student   Adult High School Student   NRS Registration - ABE / ASE (Select)   Students who are working on Basic Literacy and Numeracy skills	Enrolled: 7/1/2022 Separated: N/A Enrolled: 7/2/2021 Separated: N/A	7/2/2021	N/A

For Adult High School students, transcripts can be added once the AHS registration type is applied to the student record!

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#### **IETP Registration Type**

The IETP Registration Type MUST be accompanied by an NRS Registration Type to be properly recorded for Table 3.

During the registration/intake process, multiple types of registrations can be added (one at a time) before continuing from that page.

In the example below, the student was assigned an NRS registration and an ITEP registration type during the intake process.

Name	Description	NRS Testing	Accuplacer Testing	Enrollment Date	Separation Date	
NRS Registration	Students who are working on Basic Literacy and Numeracy skills	×	×	7/1/2021	Not Separated	Separate
Integrated Education and Training Program	Students who are registered in the IET (Integrated Education and Training Program). Used in conjunction with NRS Registration	×	×	7/1/2021	Not Separated	Separate

Once the registration types are assigned, they will display on the student enrollment record as below:

Adult Ed Program Enrollment		GEG	it Minimize [-]
Enrolled in the following		Date Created	Date Separated
Test Track Education		7/1/2021	N/A
NRS Registration - ABE / ASE (Select)	Enrolled: 7/1/2021		
Students who are working on Basic Literacy and Numeracy skills	Separated: N/A		
Integrated Education and Training Program	Enrolled: 7/1/2021		
Students who are registered in the IET (Integrated Education and Training Program). Used in conjunction with NRS Registration	Separated: N/A		

#### **IEL/CE** Registration Type\*

The IEL/CE Registration Type MUST be accompanied by an NRS Registration Type to be properly recorded for Table 3

During the registration/intake process, multiple types of registrations can be added (one at a time) before continuing from that page.

In the example below, the student was assigned an NRS registration and an ITEP registration type during the intake process. Assigning an IEL/CE Registration type can be achieved by selecting that option from the drop-down, setting a beginning date and confirming.



Name	Description	NRS Testing	Accuplacer Testing	Enrollment Date	Separation Date	
Integrated English Literacy and Civics Education (Sec.243)	Students who are registered in the IEL/CE (Integrated English Literacy and Civics Education). Used in conjunction with NRS Registration	×	×	7/1/2022	Not Separated	Separate
NRS Registration	Students who are working on Basic Literacy and Numeracy skills	*	×	2/1/2022	Not Separated	Separate
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When the Separation Dialogue Box appears, select the date to remove the IEL/CE Designation, a reason for removal and then choose the Separate from Program Type button.

Student Separation	
You are separating the student from the Student Program Type of Integrated English Literacy and Civics Education (Sec. 243)!	
* Separation Date: 6/30/2022 * Please Select V Reason:	
If you would like to separate the student from the Program Enrollment as well, check here: $\ \Box$	
Separate from Program Type	
<b>NOTE:</b> Pay particular attention to the Removal Date! This determines the end of year in which the secondary designation will apply!	the fiscal
NOTE: Pay particular attention to the Removal Date! This determines the end of year in which the secondary designation will apply! Additional Note: Students may be registered and separated from the same registration ty multiple times.	the fiscal

In that case, the student would be identified as IETP on Table 3 for 2020-21, not be identified as IETP for 2021-22, but would be part of the IETP population on Table 3 for 2022-23.

