

**ADVANSYS**  
ADULT EDUCATION MANAGEMENT SYSTEM



# How do I...

Designate a Student as Adult  
High School and/or IEL/CE  
(And other secondary registration types)

## Adding Additional Registration Types

-- Please Select --  
 Adult High School Student  
 Adult Transitions  
 Certificate Program  
 College Transitions  
 Credit Recovery  
 EL Civics  
 Enrichment  
 Family Literacy  
 HSD/HSE Credentials  
 Integrated Education and Training Program  
 NEDP Assessment Phase  
 Work Force Training  
 Work Ready

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 Minimize [-]

Selecting the EDIT button will enter the Registration Type Module.

Select Student Program Type

Select the Program Type to register the student in. If you attempt to register the student in the same Program Type on the same day as a previous Program Type, then the student will be re-entered into the previous registration.

\* Program Type:  Date:  Add Program Type

The Following Student Profile

Name	Description	NRS Testing	Accuplacer Testing	Enrollment Date	Separation Date	Separate
NRS	Students v	✓	✗	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.**



**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 Student 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	Minimize [-]
Enrolled in the following	Date Created	Date Separated	
<b>Mel's Test Program</b>	7/2/2021	N/A	
Adult High School Student	Enrolled: 7/1/2022	Separated: N/A	
Adult High School Student	Enrolled: 7/2/2021	Separated: N/A	
<b>NRS Registration - ABE / ASE (Select)</b>			
Students who are working on Basic Literacy and Numeracy skills			

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



## 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 IETP registration type during the intake process.

The Following Student Program Types have been chosen:

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

Separate from Enrollment Continue >>

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

Adult Ed Program Enrollment Edit Minimize [-]

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

## 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 IETP 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.



The Following Student Program Types have been chosen:

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

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

Provider Enrollment			Edit	Minimize [-]
Enrolled in the following		Date Created	Date Separated	
<b>Mel's Test Program</b> 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		2/1/2022	N/A	
NRS Registration - ABE / ASE (Select) Students who are working on Basic Literacy and Numeracy skills		Enrolled: 7/1/2022 Separated: N/A		
		Enrolled: 2/1/2022 Separated: N/A		

*\*A separate How-To on IEL/CE Registrations is available in the Downloads section!*

## ENDING AN ALTERNATE REGISTRATION TYPE

Use the Program Type Selection Panel to remove a secondary registration from a student record. Regardless of the secondary registration type, the process is the same.

Navigate to the Program Type Panel via the Edit Button in the Adult Ed Program Enrollment Panel.

Adult Ed Program Enrollment			Edit	Minimize [-]
Enrolled in the following		Date Created	Date Separated	
<b>Test Track Education</b> NRS Registration - ABE / ASE (Select) Students who are working on Basic Literacy and Numeracy skills		7/1/2021	N/A	
		Enrolled: 7/1/2021 Separated: N/A		

Select Separate in the appropriate row for the registration type to be ended.

The Following Student Program Types have been chosen:						
Name	Description	NRS Testing	Accuplacer Testing	Enrollment Date	Separation Date	
Integrated English Literacy and Civics Education	Students who are registered in the IEL/CE (Integrated English Literacy and Civics Education). Used in conjunction with NRS Registration	✗	✗	4/3/2022	Not Separated	Separate
NRS Registration	Students who are working on Basic Literacy and Numeracy skills	✓	✗	7/1/2021	Not Separated	Separate

Separate from Enrollment Continue >>



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:  \* Reason:

If you would like to separate the student from the Program Enrollment as well, check here:



***NOTE: Pay particular attention to the Removal Date! This determines the end of the fiscal year in which the secondary designation will apply!***

**Additional Note:** Students may be registered and separated from the same registration type multiple times.

**For Example:** If Student Jones maintains a Period of Participation that crosses fiscal years 2019-20, 2020-21, and 2021-22 the student may be registered as part of the IETP population for 2019-20, separated from the IETP population as of 6/30/2020, not have an IETP registration in 2021-22, and then placed in the IETP population again in 2022-23.

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.

