

## Reporting Tables

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**Table 1**  
**Participants by Entering Educational Functioning Level, Ethnicity and Sex**

Enter the number of participants\* by educational functioning level,\*\* ethnicity,\*\* and sex.

Entering Educational Functioning Level (A)	American Indian or Alaskan Native		Asian		Black or African American		Hispanic or Latino		Native Hawaiian or Other Pacific Islander		White		Total (N)
	Male (B)	Female (C)	Male (D)	Female (E)	Male (F)	Female (G)	Male (H)	Female (I)	Male (J)	Female (K)	Male (L)	Female (M)	
ABE Beginning Literacy													
ABE Beginning Basic Education													
ABE Intermediate Low													
ABE Intermediate High													
ASE Low													
ASE High													
ESL Beginning Literacy													
ESL Beginning													
ESL Intermediate Low													
ESL Intermediate High													
ESL Low Advanced													
ESL High Advanced													
<b>Total</b>													

\*A participant is an adult who receives at least twelve (12) hours of instruction. Work-based project learners are not included in this table.

\*\*See attached definitions for educational functioning levels.

\*\*\*A participant should be included in the racial/ethnic group to which he or she appears to belong, identifies with, or is regarded in the community as belonging.

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**Table 2**  
**Participants by Age, Ethnicity and Sex**

Enter the number of participants by age,\* ethnicity, and sex.

Age Group (A)	American Indian or Alaskan Native		Asian		Black or African American		Hispanic or Latino		Native Hawaiian or Other Pacific Islander		White		Total (N)
	Male (B)	Female (C)	Male (D)	Female (E)	Male (F)	Female (G)	Male (H)	Female (I)	Male (J)	Female (K)	Male (L)	Female (M)	
16-18													
19-24													
25-44													
45-59													
60 and Older													
<b>Total</b>													

\*Participants should be classified based upon their age at entry. For participants entering the program prior to the current program year should be classified based on their age at the beginning of the current program year. Work-based project learners are not included in this table.

The totals in Columns B-M should equal the totals in Column B-M of Table 1. Row totals in Column N should equal corresponding column totals in Table 3.

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**Table 3**  
**Participants by Program Type and Age**

Enter the number of participants by program type and age.

<b>Program Type</b> <b>(A)</b>	<b>16-18</b> <b>(B)</b>	<b>19-24</b> <b>(C)</b>	<b>25-44</b> <b>(D)</b>	<b>45-59</b> <b>(E)</b>	<b>60 and Older</b> <b>(F)</b>	<b>Total</b> <b>(G)</b>
Adult Basic Education						
Adult Secondary Education						
English-as-a-Second Language						
<b>Total</b>						

The total in Column *G* should equal the total in Column *N* of Table 1.

The total in Columns *B-F* should equal the totals for the corresponding rows in Column *N* of Table 2 and the total in Column *N* of Table 1.

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**Table 4**  
**Educational Gains and Attendance by Educational Functioning Level**

Enter the number of participants for each of the categories listed, the total number of attendance hours, and calculate the percentage of participants completing each level.

Entering Educational Functioning Level (A)	Total Number Enrolled (B)	Total Attendance Hours (C)	Number Completed Level (D)	Number who Completed a Level and Advanced One or More Levels (E)	Number Separated Before Completed (F)	Number Remaining within Level (G)	Percentage Completing Level (H)
ABE Beginning Literacy							
ABE Beginning Basic Education							
ABE Intermediate Low							
ABE Intermediate High							
ASE Low							
ASE High*							
ESL Beginning Literacy							
ESL Beginning							
ESL Intermediate Low							
ESL Intermediate High							
ESL Low Advanced							
ESL High Advanced							
<b>Total</b>							

The total in Column B should equal the total in Column N of Table 1.

Column D is the total number of learners who completed a level, including learners who left after completing and learners who remain enrolled and moved to one or more higher levels.

Column E represents a sub-set of Column D (Number Completed Level) and are learners who completed a level and enrolled in one or more higher levels.

Column F are students who left the program or received no services for 90 consecutive days and have no scheduled services.

Column D + F + G should equal the total in Column B

Column G represents the number of learners still enrolled who are at the same educational level as when entering.

Each row total in Column H is calculated using the following formula:  $H = \frac{\text{Column D}}{\text{Column B}}$

Work-based project learners are not included in this table.

\*Completion of ASE high level is attainment of a secondary credential or passing GED tests.

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**Table 5**  
**Core Follow-up Outcome Achievement**

Enter the number of participants for each of the categories listed and calculate the percentage of participants achieving each outcome.

Core Follow-up Outcome Measure (A)	Number of Participants with Main or Secondary Goal (B)	Number of Participants Achieving Outcome (C)	Percentage Achieving Outcome (D)
Entered Employment*			
Retained Employment**			
Obtained a GED or secondary school diploma***			
Placed in postsecondary education or training****			

\* Report this outcome for participants who were unemployed at entry and who had a main or secondary goal of obtaining employment. Only participants who exited during the reporting period should be counted for this measure.

\*\* Report in the table cell of Column B: (1) the number of participants who were unemployed at entry and who had a main or secondary goal of employment who entered employment by the first quarter after program exit, and (2) the number of participants employed at entry who had a main or secondary goal of improved or retained employment. Report in the table cell of Column C the number of these participants who were employed in the third quarter after program exit. However, exclude both table cells all participants who exited in the fourth quarter of the program year (see page 48 of the *Implementation Guidelines* for explanation).

\*\*\* Report this outcome for participants with a main or secondary goal of passing the GED tests or obtaining a secondary school diploma or its recognized equivalent.

\*\*\*\* Report this outcome for participants with a main or secondary goal of placement in postsecondary education or training.

Each row total in Column D is calculated using the following formula:  $D = \frac{\text{Column C}}{\text{Column B}}$

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**Table 6  
Participant Status and Program Enrollment**

Enter the number of participants for each of the categories listed.

Participant Status on Entry into the Program (A)	Number (B)
Disabled	
Employed	
Unemployed	
Not in the Labor Force	
On Public Assistance	
Living in Rural Areas*	
<b>Program Type</b>	
In Family Literacy Programs**	
In Workplace Literacy Programs**	
In Programs for the Homeless**	
In Programs for Work-based Project Learners**	
<b>Institutional Programs</b>	
In Correctional Facilities	
In Community Correctional Programs	
In Other Institutional Settings	
<b>Secondary Status Measures (Optional)</b>	
Low Income	
Displaced Homemaker	
Single Parent	
Dislocated Worker	
Learning Disabled Adults	

\*Rural areas are places of less than 2,500 inhabitants and outside urbanized areas.

\*\*Participants counted here must be in program specifically designed for that purpose.

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**Table 7  
Adult Education Personnel by Function and Job Status**

Enter an unduplicated count of personnel by function and job status.

Function (A)	Adult Education Personnel		Unpaid Volunteers (D)
	Total Number of Part-time Personnel (B)	Total Number of Full-time Personnel (C)	
State-level Administrative/ Supervisory/Ancillary Services			
Local-level Administrative/ Supervisory/Ancillary Services			
Local Teachers			
Local Counselors			
Local Paraprofessionals			

In Column *B*, count one time only each part-time employee of the program administered under the Adult Education State Plan who is being paid out of Federal, State, and/or local education funds.

In Column *C*, count one time only each full-time employee of the program administered under the Adult Education State Plan who is being paid out of Federal, State, and/or local education funds.

In Column *D*, report the number of volunteers (personnel who are not paid) who served in the program administered under the Adult Education State Plan.

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**Table 8**  
**Outcomes for Adults in Family Literacy Programs (Optional)**

Enter the number of participants in family literacy programs for each of the categories listed.

Outcome Measures (A)	Number of Family Literacy Participants with Main or Secondary Goal (B)	Number Achieving Outcome (C)	Percentage Achieving Outcome (D)
Completed an educational functioning level			
Entered employment*			
Retained employment*			
Obtained a secondary school diploma or GED*			
Placed in postsecondary education or training*			
Increased involvement in children's education**			
Help more frequently with school			
Increased contact with children's teachers			
More involved in children's school activities**			
Increased involvement in children's literacy activities			
Reading to children			
Visiting library			
Purchasing books or magazines			

Row totals in Column D are calculated using the following formula:  $D = \frac{\text{Column C}}{\text{Column B}}$

\* See definitions of core outcome measures in Table 5.

\*\* Achievement of one or more of the increased involvement in children's education or children's literacy activities measures should be counted in this row only once per participant. However, the specific outcome should be recorded in the subcategory and more than one outcome may be reported, so that the total for the three subcategories may be greater than the total reported for the overall category. For example, a participant who helped more frequently with school work and increased contact with child's teachers would be recorded in both categories but would be counted only once in the overall category of "increased involvement in children's education."

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**Table 9**  
**Outcomes for Adults in Workplace Literacy Programs (Optional)**

Enter the number of participants in workplace literacy programs for each of the categories listed.

Core Follow-up Outcome Measure (A)	Number of Workplace Literacy Participants with Main or Secondary Goal (B)	Number Achieving Outcome (C)	Percentage Achieving Outcome (D)
Completed an educational functioning level			
Entered employment*			
Retained employment*			
Obtained a secondary school diploma or GED*			
Placed in postsecondary education or training*			

Each row total in Column *D* is calculated using the following formula:  $D = \frac{\text{Column C}}{\text{Column B}}$

\*See definitions of core outcome measures in Table 5.

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**Table 10**  
**Outcomes for Adults in Correctional Education Programs (Optional)**

Enter the number of participants in correctional education programs for each of the categories listed.

Core Follow-up Outcome Measure (A)	Number of Participants in Correctional Education Programs with Main or Secondary Goal (B)	Number Achieving Outcome (C)	Percentage Achieving Outcome (D)
Completed an educational functioning level			
Entered employment*			
Retained employment*			
Obtained a secondary school diploma or GED*			
Placed in postsecondary education or training*			

Each row total in Column *D* is calculated using the following formula:  $D = \frac{\text{Column C}}{\text{Column B}}$

\*See definitions of core outcome measures in Table 5.

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**Table 11**  
**Secondary Outcome Measures (Optional)**

Enter the number of participants for each of the categories listed.

Secondary Outcome Measures (A)	Number of Participants with Main or Secondary Goal or Status (B)	Number of Participants Obtaining Outcome (C)	Percentage Achieving Outcome (D)
Achieved work-based project learning goal			
Left public assistance			
Achieved citizenship skills			
Increased involvement in children's education*			
Increased involvement in children's literacy activities*			
Voted or registered to vote			
Increased involvement in community activities			

Each row total in Column *D* is calculated using the following formula:  $D = \frac{\text{Column C}}{\text{Column B}}$

\* Enter the total number of participants who achieved this goal regardless of whether the participant was in a family literacy program. Use Table 8 to enter achievements of family literacy participants. The number reported here may be higher than reported in Table 8 since it includes all participants who achieved this goal.

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**Table 12 (Optional)**  
**Work-based Project Learners by Age, Ethnicity and Sex**

Enter the number of work-based project learners by age,\* ethnicity, and sex.

Age Group (A)	American Indian or Alaskan Native		Asian		Black or African American		Hispanic or Latino		Native Hawaiian or Other Pacific Islander		White		Total (N)
	Male (B)	Female (C)	Male (D)	Female (E)	Male (F)	Female (G)	Male (H)	Female (I)	Male (J)	Female (K)	Male (L)	Female (M)	
16-18													
19-24													
25-44													
45-59													
60 and Older													
<b>Total</b>													

Only participants designated as work-based project learners should be included in this table. These participants should not be included in Tables 1-5.

The total in Column N should equal the number of work-based project learners reported in Table 6.

\*Participants should be classified based on their age at entry.

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**Table 13 (Optional)  
Core Follow-up Outcome Achievement for  
Prior Reporting Year and for Unintended Outcomes**

For Column B, enter the number of participants for each of the outcome categories for outcomes not reported in the prior reporting period. For Column C, enter the number of participants achieving each outcome who did not have the outcome as a goal.

Core Follow-up Outcome Measures (A)	Number of Participants with Main or Secondary Goal Who Achieved Outcome but Were Not Reported in the Prior Reporting Period (B)	Number of Participants Achieving Outcome in Current Year Who Did Not Have the Outcome as a Goal (C)
Entered Employment		
Retained Employment		
Obtained a GED or secondary school diploma		
Placed in postsecondary education or training		

For Column B, report the number of participants who had the core outcome as a primary or secondary goal and who achieved that outcome according to the core outcome definitions (see Table 5), but *were not reported in the prior program year*.

For Column C, report the number of participants who achieved the outcome in the current reporting year but *did not have the outcome as a main or secondary goal*.

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