## Adult Education Data Entry Guidance

*April, 2024*

Programs are accountable that data entry staff are aware of and understand the following general data entry guidelines:

DATA ENTRY GUIDELINES

1. Data must be collected and entered for each individual who seeks adult education and literacy services. This includes anyone who has completed an Adult Student Profile Document (ASPD), regardless of whether the individual has accumulated 12 or more hours of instruction.
2. Daily class attendance for each adult education participant enrolled in an adult education class must be tracked and entered into the LACES database.
3. Program data should be entered no later than the 20th day of the following month. For example, daily attendance for January must be entered by February 20th. This includes cleaning up any errors in the data from the previous month. Excessive time between data collection and entry significantly increases the likelihood that data will be lost and/or inaccurate data will be reported. Timely data entry will allow both program staff and VDOE staff to analyze data on a regular basis and use data for program planning and continuous program improvement.
4. All programs must maintain on file a current ASPD for each adult who seeks adult education and literacy services. All required fields on the ASPD are marked with an asterisk (\*) and must be completed. A member of your program staff may enter some or all of the required information (except a signature) if the student is unable to do so or requests assistance.
5. ASPDs and any supporting documentation must be maintained for at least five years, including copies of credentials earned, evidence of program exit, and class attendance sheets if separate from the ASPDs. This documentation should be maintained in a secure, confidential manner.
6. Adult education programs must ensure that the data entered into LACES is accurate and complete. Programs must have in place a system of internal controls such that there is a policy and practice of oversight and review of data entry and alignment between ASPD and LACES data.

NOTE: VDOE encourages programs to request applicants to provide their Social Security Numbers (SSN). SSNs are critical for conducting data matches and evaluating performance for federal reporting purposes. Applicants should be assured that disclosure is not mandatory, that personal information will not be shared, and that disclosure is requested **only** for the purpose of data matching. Providers may **not** deny services to individuals who refuse to disclose their SSNs.