



# MIAMI-DADE COUNTY PUBLIC SCHOOLS WORKFORCE DEVELOPMENT EDUCATION DATA INPUT FORM

School Operations (Adult/Vocational, and Community Education)

## PERSONAL INFORMATION

Social Security No. \_\_\_\_\_ Birthdate \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Today's Date \_\_\_\_\_  
Month Day Year

Student I.D. No. \_\_\_\_\_  
(Verify With Documentation)

Name \_\_\_\_\_  
Last (Picture ID Required) First Middle

Address \_\_\_\_\_  
Number and Street Apt City State Zip

Telephone Number (\_\_\_\_\_) \_\_\_\_\_ Birthplace (Country or State (U.S.) of Origin) \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**  
Name \_\_\_\_\_  
Last First Middle  
Telephone Number (\_\_\_\_\_) \_\_\_\_\_

**CITIZENSHIP STATUS**  
U.S. Citizen   
Permanent Resident Alien   
Non-Resident Alien   
Not Reported (X)

Under penalty of perjury I hereby swear or affirm that the information presented on this form is true. **X** \_\_\_\_\_  
If you do not want your directory information released without prior written consent please check the box on the right.

## RESIDENCY (Check One) ETHNICITY GRADE COMPLETED - ADULT STUDENTS

Florida resident (Live in St. of Fla.)  
County (leave blank if Miami-Dade) \_\_\_\_\_  
 Non-Florida resident

**ID USED FOR VERIFICATION (OFFICE USE ONLY)**  
Transfer residency codes from VERIFICATION OF FLORIDA RESIDENCY form FM-7425.  
ID 1 \_\_\_\_\_ ID 2 \_\_\_\_\_

**ETHNICITY**  
Hispanic Yes \_\_\_ No \_\_\_ (check one)  
 White  
 Black  
 Native, Pacific Islander  
 Asian  
 Indian (American)  
(check all that apply)

**GENDER (Check one)**  
 Male  Female

**GRADE COMPLETED - ADULT STUDENTS**  
 No schooling  
 Grades 1-5  
 Grades 6-8  
 Grades 9-12 (no Diploma)  
 High School Diploma (Provide Date) \_\_\_\_\_  
 GED (Provide Date) \_\_\_\_\_  
 Some College or A.A.  
 College or Professional Degree  
 Unknown

**Where was this level achieved?**  
 U.S. Based Schooling  
 Foreign Schooling

## IF APPLICABLE (CHECK YES OR NO)

Yes \_\_\_ No \_\_\_ IS A LANGUAGE OTHER THAN ENGLISH SPOKEN AT YOUR HOME?  
Yes \_\_\_ No \_\_\_ DO YOU HAVE A FIRST LANGUAGE OTHER THAN ENGLISH?  
Yes \_\_\_ No \_\_\_ DO YOU MOST FREQUENTLY SPEAK A LANGUAGE OTHER THAN ENGLISH?  
Yes \_\_\_ No \_\_\_ ARE YOU A SINGLE PARENT? IF YES, ENTER CODE (see reverse) \_\_\_\_\_  
Yes \_\_\_ No \_\_\_ ARE YOU HOMELESS?  
Yes \_\_\_ No \_\_\_ ARE YOU A PARENT OF A CHILD WITHIN THE AGE RANGE OF 0 - 18?

If Current H.S. Student, Grade (9-12): \_\_\_\_\_  
ISIS ID # \_\_\_\_\_

## Student Goals OFFICE USE ONLY Testing Information

Date	Name	Form	Level	Content	Score

**LEP Status**  
 Current (L)

**EMPLOYMENT (Check One)**  
 Employed or on Leave  
 Unemployed - Seeking employment  
 Unemployed - Not Seeking Employment  
 Displaced Homemaker (see back)

**OFFICE USE ONLY** \_\_\_\_\_  
Referring Agency Code(s)  
**VETERAN INFORMATION**  
Status \_\_\_\_\_ Code \_\_\_\_\_ Claim # \_\_\_\_\_

Counselor or Administrative Verification Signature **X** \_\_\_\_\_

Category	Ref#	Class	Days	Time	Instructor	Location
<i>COUNSELOR USE ONLY</i>						

# DATA INPUT FORM INSTRUCTIONS

Please include as much information as possible on your form. The more information you provide, the better we can serve your educational needs. If you require any assistance in filling out this form, please see a counselor or registration officer.

## PERSONAL INFORMATION

### Social Security Number (SSN)

A social security number is not required for enrollment. However, providing a social security number will allow the school to better serve you because of special funding and financial aid opportunities available. SSN's are also collected to fulfill state reporting requirements for educational institutions (FS 1008.41, FS 1008.43). For proof of a valid social security number, please submit one of the following:

- An original Social Security Card with the student's legal name
- Preprinted IRS W-2 Form with the student's legal name
- Pay stub from an employer with the SSN and the student's legal name preprinted
- Driver's License with the student's legal name preprinted

Also, please submit a valid photo id to verify identity. (Any photo id is valid)

### Citizenship Status

Please indicate here your legal immigration status in the United States. This is **optional**. If you do not wish to report your status, mark the box "Not Reported."

Please sign this form on the line marked with the 'X' on the top. Your signature signifies that you are affirming that all information presented by you on the form is true.

Although your educational records are protected under Federal Law, we can release your directory information (name, address, phone, etc.) to certain agencies such as military recruiters or colleges and universities. If you do not wish your information be released, please check the box

## RESIDENCY

If you live in the state of Florida, please mark the box labeled "Florida resident." If you do not live in the state of Florida, mark "Non-Florida resident."

## ETHNICITY

Although not required, reporting your ethnicity will allow us to better tailor our educational programs to different populations. First choose yes or no to denote if you are Hispanic or not. Then choose all of the ethnicities that apply to you from the list. (You can choose more than one)

## GRADE COMPLETED

Please indicate whether you received a high school diploma and the date it was received. If you have some post-secondary (college or vocational) experience, please indicate which level under boxes R, S, and T. If you are a current high school student, note grade level and your current ISIS (day school) ID#.

## IF APPLICABLE

### Single Parent

If you are a single parent, please write one of these codes in the appropriate box. This will help identify special programs which may be available for you:

- S - single parent, except pregnant - unmarried, widowed, or legally separated with a minor child of whom you have custody
- W - single pregnant woman
- B - both

### Homeless

Mark if you don't have a fixed, regular, nighttime residence or if your primary nighttime residence is a public or private shelter

## EMPLOYMENT

Please indicate your current employment status from the following options:

- Employed - if you are currently working
- Unemployed, seeking employment - if you are not employed and are currently looking for a job
- Unemployed, not seeking employment - if you are not employed and not interested in looking for a job
- Displaced Homemaker - if you have been working as a homemaker (working to care for a home and family without payment) and are now looking for a job. You may also mark this box if:
  - You have been dependent on public assistance or on the income of a relative but are no longer supported by that income, or
  - Have a child who will become eligible to receive assistance under the program for aid to families with dependent children under Part A of Title IV of the Social Security Act.

(see your counselor for more details)

**Students with special needs may be eligible for course and testing accommodations. See an adult/vocational education counselor for information and assistance.**

## OFFICE INSTRUCTIONS FOR DATA INPUT FORM

It is the responsibility of school site staff to make the registration process as pleasant as possible for new students. Assistance should be available at all times for students who fill out this form. The following instructions deal with several issues that relate to data which is normally filled-in or verified by office staff. All appropriate VACS codes on the form have been highlighted in **bold** text for your convenience. This data input form is an auditable document. After all the information has been entered into VACS, the form must be sent to the District Office for imaging and storage.

### PERSONAL INFORMATION

#### Social Security Number

It is of prime importance that an SSN be collected. But, it cannot be required for enrollment. Students should be informed of the funding benefits to the school and the special programs that may be available (i.e. financial aid), if an SSN is disclosed. Remember that any of the following documents is acceptable proof:

- An original Social Security Card with the student's legal name
- Preprinted IRS W-2 Form with the student's legal name
- Pay stub from an employer with the SSN and the student's legal name preprinted
- Driver's License with the student's legal name preprinted

#### Citizenship Status

This information is **optional and self-reported (no documentation necessary)**. Students should be reassured that the information is used only for summary purposes. If a student does not wish to report his/her status, make sure the "Not Reported" box is marked and the appropriate code is entered in VACS.

If the student marks the box denoting he/she does not wish his/her directory information released, please mark **DIRECTORY RELEASE** in VACS as 'N' on the **STUDENT BIO**.

**Please ensure that the student signs the form on the line provided under this section.**

### RESIDENCY

Please refer students that have no **RESIDENCY ID** codes in VACS to the **VERIFICATION OF FLORIDA RESIDENCY FOR TUITION PURPOSES (FM-7425)** if they are enrolling in a Vocational Program or an Adult General Education (AGE) Program. AGE Programs include (ABE) Adult Basic Education, ESOL (English for Speakers of Other Languages), Citizenship, GED (General Education Development), High School Completion and AAEE (Applied Academics for Adult Education). **NOTE:** School staff is responsible for verifying that the documents provided fulfill the requirements outlined in the Document Acceptance Guidelines. School staff is also responsible for filling in the blanks for ID 1 and ID 2 on the **DATA INPUT** form. Both fields **MUST** be filled in for Florida Residents and left blank for non-Florida Residents. Students that are enrolling in Community School for fee based and/or non-fee based classes do not require residency codes.

### IF APPLICABLE

The first three questions (META questions) are essential. They help determine the student's LEP status which must be entered in VACS along with the META question answers (BIO screen).

The single parent and homeless codes also require VACS entries on the BIO screen.

Enter Y or N in TPA section on page one of the VACS BIO depending on student response to the question "Are you a parent of a child within the age range of 0-18?"

### OFFICE USE ONLY

The immediate short-term goal or goals of the student must be ascertained by staff and entered into VACS (in any order) as one of the following on initial intake and upon any transition in coursework which would denote a change in goal (i.e. movement from ESOL to ABE). A maximum of three goals can be entered.

- A Employment
- C Retain Employment
- D Pass GED
- E Obtain High School Diploma
- F Advance to Postsecondary Level
- I Citizenship
- X Not applicable (Not an adult education student or primary goal not in list above)

#### LEP Status

A counselor (or other qualified staff member) should administer the Oral Interview Instrument to determine if the student is LEP (only student who answers at least one of the meta questions as "yes" should be administered the instrument)

#### Testing information

Testing personnel may use this section to write in TABE, ALA, CASAS, or other test results agency Codes

#### Agency Codes

Referring agency codes may be placed here

#### Veteran Information

The appropriate veteran information that goes into VACS may be entered here

#### Registration Section

Counselors may write in the assigned courses in this section.

## Información Personal

Por favor, incluya en su forma tanta información como le sea posible. Mientras más información usted nos provea, mejor podremos servirlo en sus necesidades de educación. Si necesita asistencia para llenar esta forma, por favor, vea a un consejero en la oficina de registración.

### Información Personal

#### Número de Seguro Social (SSN)

El número de seguro social no es requerido para enrolarse, sin embargo, proveernos de este permitiría a la escuela servirle mejor a usted, debido a fondos especiales y oportunidades de ayuda financiera disponibles. Los números de los seguros sociales también se obtienen para cumplir con los requisitos que exigen a las instituciones educacionales proporcionar información al estado (FS 1008.41, FS 1008.43). Como prueba de un número de seguro social válido, por favor, presente uno de los siguientes documentos:

- Original de la tarjeta de seguro social, con el nombre legal del estudiante.
- Forma impresa W-2 del I.R.S. con el nombre legal del estudiante.
- Recibo del talonario de cheque pagado por su empleador, con su número de seguro social y nombre legal de estudiante impreso.
- Licencia de conducir con el nombre del estudiante impreso.
- También, por favor, presente una identificación válida con foto para verificar su identidad (cualquier identificación con foto es válida).

#### Ciudadanía (Citizenship Status)

Por favor indique su estado legal de inmigración en los Estados Unidos. Esta información es opcional. Si no desea reportar su estatus, sírvase marcar el cuadro, "Not Reported."

Por favor firme este formulario en la línea marcada con 'X' en la sección de arriba. Su firma significa que usted afirma que la información presentada en el formulario es verídica.

Aunque su archivo de información educativa se encuentran protegido por ley federal, podemos entregar sus datos básicos (como nombre, domicilio, número de teléfono, etc.) a ciertas agencias tales como centros de reclutamiento militar, o de educación media superior y universitaria. Si usted no desea que demos este tipo de información por favor marque la casilla indicada.

### Residencia

Si usted vive en el estado de la Florida, por favor, marque la casilla rotulada 'Residente de la Florida.' Si usted no vive en el estado de la Florida, marcar 'No residente de la Florida.'

### Raza o Etnia

Aunque no es requerido, su origen étnico nos permitirá confeccionar mejor nuestros programas educacionales para distintas partes de la población. Primero, por favor escoja sí o no para denotar si usted es de origen hispano. Entonces escoja todas las categorías étnicas que le aplican (puede escoger más de una)

### Grados Terminados

Por favor, indique si usted tiene un diploma de estudio secundario y la fecha en que lo recibió. Si usted tiene alguna experiencia secundaria, universitaria o vocacional, por favor, indique qué nivel en las casillas R, S, y T. Si actualmente recibe estudios secundarios, anote el grado, y el número de estudiante de la escuela de día (si lo tiene).

### Padre o Madre Soltera

Si usted es un padre o madre soltero, por favor, escriba uno de estos códigos en la casilla adecuada. Esto ayudara a identificar programas especiales que puedan estar disponibles para usted:

S - Padre o madre solteros, excepto en gestación. No casados, viviendo o legalmente separados con hijo menor del cual usted tiene custodia legal.

W - Mujer soltera en estado de gestación.

B - Ambos

Sin casa ni hogar

Marque si usted no tiene un lugar fijo o regular para pasar la noche o si su primario para pasar la noche es un refugio público o privado.

### Empleo

Por favor, indique el estado actual de su empleo desde las opciones siguientes:

- Empleado - Si usted trabaja en el presente
- Desempleado en busca de empleo - Si usted no esta empleado y en el presente esta buscando trabajo.
- Desempleado, no busca empleo - Si usted no esta empleado y no esta interesado en buscar trabajo.
- Cabeza de familia desplazado - Si usted ha estado trabajando como cabeza de familia sin haber sido pagado y ahora esta buscando trabajo. Usted puede marcar la casilla si:
  - Si usted ha estado dependiendo de asistencia pública o de los ingresos de un familiar pero usted ya no esta recibiendo ayuda de esos ingresos o
  - Tiene un hijo que será elegible para recibir asistencia bajo el programa de ayuda para familias con hijos dependientes bajo la Parte A del Titulo IV del Acta del Seguro Social.(Vea a su consejero para más detalles)

**Estudiantes deshabilitados pueden ser elegible para acomodaciones especiales en sus cursos o exámenes. Por favor vea a un consejero para más información y ayuda.**

## ENSTRIKSYON POU RANPLI FÒM NAN

Tanpri mete tout enfòmasyon yo mande w yo sou fòm nan. Plis enfòmasyon ou bay, plis sa ap ede w resevwa pi bon sèvis. Si ou bezwen asistans pou ranpli fòm sa a, chache wè yon konseye lekòl la oswa yon moun ki anchaj fè enskripsyon lan lekòl la.

### ENFÒMASYON PÈSONÈL

Nimewo Sosyal Sekirite (SSN)

Menmsi yon elèv pa ta gen sosyal, yo kab toujou enskri l pou klas la. Yo dwe fè elèv la konnen ke sosyal la enpòtan pou li ka jwenn èd finansyè. Yo kolekte nimewo sosyal sekirite tou pou satisfè demand rapò eta a pou enstitisyon edikasyonèl (FS 1008.41, FS 1008.43). Kòm prèv yon nimewo sosyal ki valid, tanpri soumèt youn nan dokiman sa yo:

- Yon kat sosyal ak non legal elèv la
- Fòm W-2 IRS la ak non legal elèv la
- Souch chèk travay elèv la ki gen nimewo sosyal li ak non legal li
- Lisans Chofè elèv la ki gen non legal li ekri sou li

Ki sitiyasyon imigrasyon ou?

Tanpri endike ki sitikasyon imigrasyon ou lan peyi Etazini, si ou vle. Si ou pa vle, ou gen dwa jis tyeke ti kare ki make "Not Reported" la.

Silvoulè siyen fòm sa a sou liy kote ou wè "X" la. Le ou siyen, ou rekonèt ke tout enfòmasyon ou bay yo se laverite.

Byenke, dapre lalwa federal, nou pwoteje epi kenbe sekre enfòmasyon pèsonèl ou bay yo, nou kapab sepandan livre kèk enfòmasyon pèsonèl sa yo (non, adrès, telefòn, ets.) bay kèk ajans tankou ajans k ap rekrite moun pou sèvis militè oubyen pou etid inivèsite. Si ou pa vle nou livre enfòmasyon pèsonèl ou yo bay ajans yo, tanpri tcheke ti kare ki apwopriye a.

### REZIDANS (KOTE W AP VIV/ABITE)

Si ou abite lan eta Florid, tcheke ti kare ki devan "Florida resident" lan. Si ou pa abite lan eta Florid, tcheke ti kare ki devan "Non-Florida resident" lan.

### ETNISITE

Menmlè yo pa mande sa, lè w devwale etnisite ou, sa ap pèmèt nou fè pwogram edikasyonèl nou yo yon fason pou ede diferan popilasyon yo. Premyèman chwazi wi oubyen non pou w fè konnen si w se Panyòl oubyen non. Epi chwazi tout etnisite ki aplike ak ou nan lis la. (Ou ka chwazi plis pase youn)

### KLAS OU FÈ

Tanpri endike si ou gen diplòm bakaloreya (High School) epi ki dat ou te resevwa li. Endike si apre ou fin fè klas segondè ou ou te kontinye al lekòl pou aprann yon metye oswa ou t al lan inivèsite. Tcheke nivo ou te atenn nan (R, S, T). Si ou se yon elèv "high school", make l an ki klas ou ye ak tout nimewo idantifikasyon ISIS ou a (Nimewo Idantifikasyon lekòl lajounen w lan).

### SI OU LAN YOUN NAN KA SA YO

Single Parent/Paran k ap viv sèl

Si ou se yon paran k ap viv sèl, silvoulè ekri youn nan kòd yo lan kote ki apwopriye a. Sa ap ede idantifye pwogram espesyal ki ka disponib pou ou:

S - Paran k ap viv sèl, eksepte fi ansent - ki pa marye, ki (vèf) pèdi mari l oubyen ki separe legalman e ki gen yon timoun minè sou reskonsablite l  
W - Fi ansent k ap viv sèl  
B - Toulède

Si Ou Pa Rete Yon Kote Fiks (Homeless) - Tcheke kote ki apwopriye a.

### TRAVAY/ESPERYANS TRAVAY

Tanpri endike si w ap travay ou pa. Chwazi youn nan repons yo:

- M ap travay kounye a (Employed)
- M pap travay, men m ap chèche travay
- M pap travay ni m pap chèche travay nonplis
- Mètès Kay Ki Demenaje: Si ou t ap netwaye kay, fè mennaj gratis epi w ap chache travay kounye a, ou ka tcheke kare sa a, si:
  - Ou t ap viv sou asistans piblik oswa sou reveni yon fanmi epi ou pa jwenn èd sa yo ankò, oubyen
  - Ou gen yon timoun ki pral kalifye pou resevwa asistans nan pwogram ki bay fanmi èd pou timoun dapre Pati A Tit IV Ak Sosyal Sekirite a (wè konseye lekòl la pou plis detay).

**Elèv ki gen bezwen spesyal kabab kalifye pou pase youn ekzamen ak tout èd pou yo etudye. Pou enfòmasyon ak asistans, souple, ale wè youn konseye ki nan youn lekòl vokasyonèl.**