

North Carolina Community College System  
Literacy Education Information System (LEIS) – Page 1 OFFICE USE ONLY: (To be completed by faculty/staff)

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE/MAIDEN NAME \_\_\_\_\_  
PROVIDER NAME \_\_\_\_\_ STUDENT SOCIAL SECURITY # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ COLLEAGUE/LACES ID # \_\_\_\_\_

Records maintained by the Community Colleges System Office or any community college, which contain personally identifiable information from or about an applicant for admission to one or more constituent institutions or to one or more community colleges shall be confidential and shall not be subject to public disclosure pursuant to G.S. 132-6(a).

**PERIOD OF PARTICIPATION INFORMATION:**

INTAKE DATE (Program Entry date) \_\_\_/\_\_\_/\_\_\_\_ PROGRAM YEAR \_\_\_\_\_ PERIOD OF PARTICIPATION FOR PROGRAM YEAR: \_\_\_1<sup>st</sup> \_\_\_2<sup>nd</sup> \_\_\_3<sup>rd</sup>

(Initial date when student first attends the intake process or returns after exited for more than 90 days. Leave blank for continuing students.)

SEPARATION DATE FOR THIS PERIOD OF PARTICIPATION \_\_\_/\_\_\_/\_\_\_\_ OFFICE USE ONLY: Course/section # (CC only) \_\_\_\_\_

1. Mailing Address \_\_\_\_\_

Address Line 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ (postal abbreviation)

Zip Code \_\_\_\_\_ County \_\_\_\_\_

2. Home Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Cell Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email Address \_\_\_\_\_

3. Birth Date \_\_\_/\_\_\_/\_\_\_\_ 4. Gender \_\_\_ M \_\_\_ F  
(Month/Day/Year)

5. Ethnicity (Select one.)

\_\_\_ 1. Hispanic/Latino \_\_\_ 2. Non- Hispanic/Non-Latino

Race (Select at least one.)

\_\_\_ 1. American Indian/Alaska Native \_\_\_ 2. Asian \_\_\_ 3. White

\_\_\_ 4. Black or African-American \_\_\_ 5. Hawaiian/Pacific Islander

6. Schooling History

Last Secondary/Elementary School Attended

Location \_\_\_\_\_

Date Last Attended Secondary/Elementary School \_\_\_ \_\_\_/\_\_\_ \_\_\_  
Mo. Year

7. Country of Last School Attended

\_\_\_ US Based Schooling \_\_\_ Non-US Based Schooling

8. Highest Educational Level at Entry (check one)

\_\_\_ No Schooling

\_\_\_ No diploma (Enter 1 – 11 for last grade completed)

\_\_\_ High school graduate/Grade 12 completed

\_\_\_ High School Equivalency graduate

\_\_\_ Adult High School graduate

\_\_\_ Some Postsecondary education, no degree

\_\_\_ Post high school vocational diploma

\_\_\_ Associate degree

\_\_\_ Bachelor degree

\_\_\_ Master degree or higher

\_\_\_ Unknown

\_\_\_ Certificate of attendance/completion as a result of completing an IEP

9. Employment Status at Entry

\_\_\_ FT - Employed full-time

\_\_\_ PT - Employed part-time

\_\_\_ Employed, but received notice of termination of employment or military separation is pending

\_\_\_ Unemployed

\_\_\_ Not in the Labor Force

**DMV Certification – Community College Only**

10. NC Residents Under Age 18

Driver's License Number \_\_\_\_\_ State of Issue \_\_\_

Date of Issue \_\_\_ \_\_\_ / \_\_\_ \_\_\_ / \_\_\_ \_\_\_

**IF REQUIRED BY YOUR COLLEGE/ORGANIZATION:**

Form Completed by: \_\_\_\_\_ Comments: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**North Carolina Community College System**  
**Literacy Education Information System (LEIS) – Page 2 OFFICE USE ONLY: (To be completed by faculty/staff)**

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE/MAIDEN NAME \_\_\_\_\_

PROVIDER NAME \_\_\_\_\_ STUDENT COLLEAGUE/LACES ID # \_\_\_\_\_

**PERIOD OF PARTICIPATION INFORMATION:**

INTAKE DATE (Program Entry date) \_\_\_/\_\_\_/\_\_\_\_ PROGRAM YEAR \_\_\_\_\_ PERIOD OF PARTICIPATION FOR PROGRAM YEAR: \_\_\_1st \_\_\_2nd \_\_\_3rd

(Initial date when student first attends the intake process or returns after exited for more than 90 days. Leave blank for continuing students.)

SEPARATION DATE FOR THIS PERIOD OF PARTICIPATION \_\_\_/\_\_\_/\_\_\_\_ OFFICE USE ONLY: Course/section # (CC only) \_\_\_\_\_

**11. Special Programs**

- Basic Skills Plus student
- Community Correctional Program\* (A community-based rehabilitation facility or halfway house)
- Correctional Facility\* (Prison, jail, or other institution for criminal offenders)
- Distance Learning student (greater than 51% contact hours)
- Family Literacy student
- Integrated English Literacy and Civics Education (IELCE)
- Integrated Education and Training (IET) student
- Other Institutionalized Program\* (Any other medical or special institution)
- Workplace Literacy student
- Other \_\_\_\_\_ (Reserved for special programs designated by the state.)

**12. Student Data**

- Aged out of Foster Care
- Displaced Homemaker
- English Language Learner(ELL), Low Levels of Literacy, Cultural Barriers
- Exhausting Temporary Assistance for Needy Families (TANF) Within 2 Years- (Part A Title IV of the Social Security Act)
- Ex-offender
- Homeless Program student
- Long-term Unemployment (27 or more consecutive weeks)
- Low income
- Migrant and Seasonal Farmworker
- Individual with a disability:
  - Learning Disability
  - Intellectual Disability
  - Other Disability
- Single Parent (including single pregnant women)

**Adult High School Only (update #15 - #17 each program year)**

- 13. HS credits required to graduate \_\_\_\_\_
- 14. # AHS credits transferred in \_\_\_\_\_
- 15. # AHS credits earned this program year (July 1 – June 30) \_\_\_\_\_
- 16. Date first AHS course was attempted this program year \_\_\_/\_\_\_/\_\_\_\_\_
- 17. Date first AHS course was completed this program year \_\_\_/\_\_\_/\_\_\_\_\_
- 18. Date AHS diploma was earned \_\_\_/\_\_\_/\_\_\_\_\_

**High School Equivalency**

- 19. Date HSE earned \_\_\_/\_\_\_/\_\_\_\_\_
- 20. HSE earned through GED/TASC/HiSET/Multiple Pathway \_\_\_\_\_
- 21. HSE ID \_\_\_\_\_

**22. Placement and Progress Test Scores – NRS-Approved Tests Only**

Date	Test	Component	Scale Score	Level/Form	EFL
___/___/_____	_____	_____	_____	_____	_____
___/___/_____	_____	_____	_____	_____	_____
___/___/_____	_____	_____	_____	_____	_____
___/___/_____	_____	_____	_____	_____	_____
___/___/_____	_____	_____	_____	_____	_____
___/___/_____	_____	_____	_____	_____	_____
___/___/_____	_____	_____	_____	_____	_____
___/___/_____	_____	_____	_____	_____	_____

23. Future Service (Students must sign below confirming intent to return at scheduled date of service)

Date of Future Service: \_\_\_/\_\_\_/\_\_\_\_\_ Student Signature: \_\_\_\_\_

**IF REQUIRED BY YOUR COLLEGE/ORGANIZATION:**

Form Completed by: \_\_\_\_\_ Comments: \_\_\_\_\_

**NRS Approved Test Scale Score Ranges by Educational Functioning Level (See NRS approved list for exact forms and levels)**

<b>Educational Functioning Level (EFL)</b>	<b>TABE 11 &amp; 12</b>	<b>CASAS Reading GOALS</b>	<b>CASAS Math GOALS (EFL)</b>	<b>CASAS Math GOALS</b>
<b>Beginning ABE Literacy (ABE Level 1)</b>	Language: 457 and below Math: 448 and below Reading: 441 and below	203 and below	<b>Beginning ABE Literacy (ABE Level 1)</b>	193 and below
<b>Beginning Basic Education (ABE Level 2)</b>	Language: 458-510 Math: 449-495 Reading: 442-500	204-216	<b>Beginning Basic Education (ABE Level 2)</b>	194-203
<b>Low Intermediate Basic Education (ABE Level 3)</b>	Language: 511-546 Math: 496-536 Reading: 501-535	217-227	<b>Low Intermediate Basic Education (ABE Level 3)</b>	204-214
<b>High Intermediate Basic Education (ABE Level 4)</b>	Language: 547-583 Math: 537-595 Reading: 536-575	228-238	<b>*NEW Middle Intermediate Basic Education (ABE Level 4)</b>	215-225
<b>Low Adult Secondary Education (ABE Level 5)</b>	Language: 584-630 Math: 596-656 Reading: 576-616	239-248	<b>High Intermediate Basic Education (ABE Level 5)</b>	226-235
<b>High Adult Secondary Education (ABE Level 6)</b>	Language: 631 and above Math: 657 and above Reading: 617 and above	249 and above	<b>*NEW Adult Secondary Education (ABE Level 6)</b>	236 and above

\*The new EFLs for ABE/ASE Mathematics contain a new Middle Intermediate level and merge Low and High Adult Secondary levels into Adult Secondary.

[https://www.casas.org/docs/default-source/product-brochures/math-goals-for-abe-and-ase-faqs.pdf?sfvrsn=c4333d5a\\_16?Status=Master](https://www.casas.org/docs/default-source/product-brochures/math-goals-for-abe-and-ase-faqs.pdf?sfvrsn=c4333d5a_16?Status=Master)

<b>Educational Functioning Level</b>	<b>CASAS</b>	<b>BEST Plus 2</b>	<b>Best Literacy</b>	<b>TABE CLAS-E</b>
<b>Beginning ESL Literacy (ESL Level 1)</b>	Reading: 180 and below L&W Listening: 162-180	88 - 361 (SPL 0-1)	0-7 (0-20)	Total Reading and Writing: 225-394 Total Listening and Speaking: 230-407
<b>Low Beginning ESL (ESL Level 2)</b>	Reading: 181-190 L&W Listening: 181-189	362-427 (SPL 2)	21-52	Total Reading and Writing: 395-441 Total Listening and Speaking: 408-449
<b>High Beginning ESL (ESL Level 3)</b>	Reading: 191-200 L&W Listening: 190-199	428-452 (SPL 3)	53-63	Total Reading and Writing: 442-482 Total Listening and Speaking: 450-485
<b>Low Intermediate ESL (ESL Level 4)</b>	Reading: 201-210 L&W Listening: 200-209	453-484 (SPL 4)	64-67	Total Reading and Writing: 483-514 Total Listening and Speaking: 486-525
<b>High Intermediate ESL (ESL Level 5)</b>	Reading: 211-220 L&W Listening: 210-218	485-524 (SPL 5)	68-75	Total Reading and Writing: 515-549 Total Listening and Speaking: 526-558
<b>Advanced ESL (ESL Level 6)</b>	Reading: 221-235 L&W Listening: 219-227	525-564 (SPL 6) >=565 Exit from NRS	76-78	Total Reading and Writing: 550-607 Total Listening and Speaking: 559-600

**Exit Criteria from Advanced ESL (updated 7/1/2017)**

CASAS Reading  $\geq$  236; CASAS Life and Work Listening  $\geq$  228

TABE CLAS-E Reading  $\geq$  588; Writing  $\geq$  612, Total Reading and Writing  $\geq$  600, Listening  $\geq$  607, Speaking  $\geq$  594, Total Listening and Speaking  $\geq$  600 (TABE CLAS-E is exit criteria; must retest to determine ABE or ASE placement)

BEST Plus2  $\geq$  565 ( BEST Plus2 is exit criteria; must retest to determine ABE or ASE placement)

BEST Literacy – no exit criteria

**ESL NRS Approved Tests Through February 2, 2021:**

1. BEST Literacy (Forms B, C, D) (BESTLITR)
2. BEST Plus 2 (Forms D, E, F and computer adaptive) (BESTPLUS2)
3. CASAS L&W Reading (27, 28, 81A, 82A, 81AX, 82AX, 83B, 84B, 86C, 185C, 186C, 187D, 188D, 310AA, 311AA) (CASASREAD)
4. CASAS Reading for Citizenship (951A, 952A, 951AX, 952AX) (CASESLCTIRD)
5. CASAS Life & Work Listening (981L, 982L, 983L, 984L, 985L, 986L) (CASESLLWLST)
6. TABE CLAS-E Listening (Forms 1A, 2A, 3A, 4A, 1B, 2B, 3B, 4B) (TABECLEL)
7. TABE CLAS-E Reading (Forms 1A, 2A, 3A, 4A, 1B, 2B, 3B, 4B) (TABECLER)
8. TABE CLAS-E Speaking (Forms 1A, 2A, 3A, 4A, 1B, 2B, 3B, 4B) (TABECLES)
9. TABE CLAS-E Total Listening and Speaking (Forms 1A, 2A, 3A, 4A, 1B, 2B, 3B, 4B) (TABECLETLS)
10. TABE CLAS-E Total Reading and Writing (Forms 1A, 2A, 3A, 4A, 1B, 2B, 3B, 4B) (TABECLETRW)
11. TABE CLAS-E Writing (Forms 1A, 2A, 3A, 4A, 1B, 2B, 3B, 4B) (TABECLEW)

**ABE/ASE NRS Approved Tests**

**Through March 2022:**

1. CASAS Math GOALS (Forms 913M, 914M, 917M, 918M) (CASASMGL)

**Through September 2024:**

1. TABE Language (Forms 11 and 12 Levels L, E, M, D, A) (TABELANG)
2. TABE Reading (Forms 11 and 12 Levels L, E, M, D, A) (TABEREAD)
3. TABE Math (Forms 11 and 12 Levels L, E, M, D, A) (TABEMATH)

**Through February 2025:**

1. CASAS Reading GOALS (Forms 901R, 902R, 903R, 904R, 905R, 906R, 907R, 908R) (CASASRGL)