MENU: CATEGORIES of CLASS DESCRIPTION FOR SEARCHABILITY.

Please use words exactly as seen here. Any difference between the word used, and the word searched renders searching impossible. For example, if your class is described with the time of day “mornings”, it will not appear in a search for the term listed here: “morning”. Use a highlighter to mark the words that you will use before beginning data entry.

CLASS NAME: ________________________________________ Date:_______________

1. Location: Class location in street address form: ____________________________________________
   City: ___________________________ ZIP: __________

2. Name of test form used for placement. Choose one: CASAS, TABE or Best Plus

3. Score range for this class: either a minimum required score (i.e. “Reading >236”) or a range (“190 – 210”)
   RANGE: ______________________

4. Time of Day. Choose One: Morning, Afternoon, Evening, Flexible, Full Day (Flexible includes drop-in and tutoring.)

5. Class Focus. Choose One: academic, community, employment or individual
   Class focus describes how the class content is determined.
   Academic = Teacher driven class content typically oriented to preparing for academic practices: exams, college. For Resource Hub, also include “GED” or “EDP”
   Community = Community driven class content in which the teacher provides standards-based content in response to student interests. This category includes citizenship classes which should include the words: “Citizen” or “Citizenship”
   Employment = Teacher driven class content typically oriented to preparing for specific careers. For Resource Hub, also include the words “training” or “readiness”
   Individual = Class content driven by individual student goals and progress.

5. Class Topics: Include all words that apply:
   math 
   computer 
   writing 
   ESL 
   ESOL 
   ELA 
   citizen 
   citizenship 
   training 
   readiness 
   GED 
   EDP

6. Physical Commitment. Choose one: 0-3hrs, 3-6hrs, 6-9hrs, 9-12hrs, 12-15hrs, 15+
   The required minimum number of hours spent in a physical class per week.

7. Age requirement. Choose one: 16+, 18+ or Youth Only

Prepared by Beatrice McGeoch, October 2017, to improve accessibility by strengthening data entry that supports referral between programs.