MENU OF CALIS CLASS DESCRIPTION WORDS SEARCHABLE BY RI RESOURCE HUB.

Class description CAN NOT be edited after attendance has been entered, so please work on class description FIRST. Use words exactly as seen here. Any difference between the word used and the word searched makes 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	ESL	citizen	readiness
computer	ESOL	citizenship	GED
writing	ELA	training	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

8. Childcare available? If yes, use word: childcare