

Instructions for Entering Data into Individual Student Data Sheet in Excel:

NOTE: If you have a version of Microsoft Excel 1997 – 2003, the cumulative information data sheet may not compile all of your results. All newer versions of Microsoft Excel are compatible.

Last Name: Student's last name

First Name: Student's first name

Middle Initial: Student's middle initial

School/GED program: Indicate the school or GED program to which the student belongs

DOB MM/DD/YYYY: Enter the student's birthday in the form MM/DD/YYYY (e.g. January 1, 2011 would be entered as 01/01/2011)

Gender: Select "m" or "f" from the drop down list by clicking in the box and selected the gender or type in the letter "m" or "f".

Race/Ethnicity: Select the appropriate race/ethnicity from the drop down list

Term Student Participated In: Indicate the term in which the student participated in LPP activities

Date of first entry into LPP: Enter the student's date of first entry in the MM/DD/YYYY form

Grade level at START of LPP: Enter the student's grade level upon entering the LPP program. If the student entered in the summer, indicate the grade in which the student will be enrolled the following fall

Current grade level: Enter the current grade level of the student. If the student is enrolled in the summer enter the grade level in which the student will be enrolled the following fall. ENTER THE NUMBER 13 IF THE STUDENT IS IN A GED PROGRAM

Risk Factors: Please place the number "1" in a column if the risk factor applies to the student for whom you are entering data

Number of hours students received services: Please indicate, to the nearest 15 minutes, the amount of time the student for whom you are entering data participated in each column.

Did student advance in grade level by August 31?: Indicate whether the student was promoted to the next grade level by August 31st by selecting "yes" or "no" from the drop down list

Did student graduate?: If student was a senior in high school, please indicate whether he/she graduated by selecting "yes" or "no" from the drop down list

Type of diploma received: Indicate the type of graduate diploma the student received by selecting the appropriate type from the drop down list

Type of college/university student will attend: Please indicate the type of college or university the student plans on attending from the drop down list

Start date at postsecondary institution: Indicate the estimated start date (e.g. fall 2011, spring 2012, summer 2012, fall 2012, etc.) of the student for whom you are entering data.

Not pursuing college graduation plans: If the student does not plan to attend college, indicate what the student plans to do post-high school graduation from the drop down list

Type of Employment: Indicate the type of employment the student plans to engage in post-high school from the drop down list

Date of exit: Indicate the date (DD/MM/YYYY) of exit from LPP

Reason for separation: Please indicate the MAIN reason for separation from LPP in the drop down list

Instructions for Entering Data into POST HS FOLLOW UP Sheet in Excel:

Please enter information about recent graduates from the years 2009 and 2010 if it is available.

GENERAL NOTES

- **THE *COLUMNS* THAT REQUEST THE STUDENTS' NAMES HAVE BEEN FROZEN TO ALLOW FOR USER FRIENDLY DATA ENTRY. THIS MEANS THAT ONCE YOU SCROLL TO THE RIGHT, THE STUDENT NAME COLUMNS WILL REMAIN VISIBLE.**
- **THE ROW THAT INDICATES THE INFORMATION REQUESTED (i.e. student name, school, date of birth, gender, race/ethnicity, etc.) WILL ALSO BE FROZEN TO ALLOW FOR USER FRIENDLY DATA ENTRY. THIS MEANS THAT ONCE YOU SCROLL DOWN, THE ROW THAT INDICATES THE TYPE OF INFORMATION YOU ARE REQUIRED TO ENTER WILL REMAIN VISIBLE.**
- **ALL INFORMATION ENTERED ON THE "INDIVIDUAL STUDENT DATA SHEET" WILL BE TOTALED AND REPORTED AUTOMATICALLY ONTO THE "CUMULATIVE INFORMATION" SHEET. THEREFORE, NO DATA ENTRY IS NECESSARY ON THAT SHEET.**
- **IN ORDER FOR GROUP TOTALS TO BE CALCULATED, STUDENTS MUST HAVE DATA ENTERED FOR THEIR GENDER, ETHNICITY, AND CURRENT GRADE LEVEL**
- **THE "DURABLE GOODS" and "PROGRAM EXPENDITURES" SHEETS MUST BE FILLED OUT AS WELL**
- **The program year dates run from September 1st through August 31st. Therefore Individual student data is based on the services and grade level during that time.**

NOTE: On the "Cumulative Information" sheet, the totals highlighted in YELLOW indicate the total number of each grade level within gender, the totals highlighted in BLUE indicate the total number of each race/ethnicity within gender, and the totals highlighted in GREEN indicate the total number of each gender.