1. Complete a manual outcome form for all exited and eligible students.
2. Enter the outcome in LACES:

**Employed 2\(^{rd}\) Quarter after Exit**

- Enter information in LACES when the student is eligible for the follow-up measure.
- Include Employment Information and Wage Earnings
- Submit Manual Outcome form
- Follow-up is done for all NRS students except Corrections (incarcerated), regardless of employment status
- Follow-up should be done the 2\(^{nd}\) quarter for EACH period of participation

**In the student record, click on the “History” tab.**

- Open “Work History” and click “Add New Record”

- Add a line of work history for each follow-up conducted.
  - The follow-up should be done in the correct quarter and the start date should indicate the date of follow-up, or a date within the correct collection period after exit.

- Complete the Earnings Period and Number of Hours to populate the Quarterly Earnings. *Do not use the Salary field, as that is not the field used for Table 5.*
Employed 4th Quarter after Exit

Enter information in LACES when the student is eligible for the follow-up measure.

Include Employment Information

Submit Manual Outcome form

Follow-up is done for all NRS students except Corrections (incarcerated), regardless of employment status

Follow-up should be done the 4th quarter for EACH period of participation

In the student record, click on the “History” tab. Open “Work History” and click “Add New Record”

- Add a line of work history for each follow-up conducted. The follow-up should be done in the correct quarter and the start date should indicate the date of follow-up, or a date within the correct collection period after exit.

Note: For students who attained a GED and employed within a year of exit, complete the steps to enter employment outlined above. Only one record needs to be entered once. Set start date as the date of eligibility.
Enrolled Postsecondary Education/Training within 1 year of Exit

This follow up measure is only for students who attained a GED and entered PS Ed/Training within a year of exit.

Enter information in LACES when the student is eligible for the follow-up measure.

Include all Postsecondary or Training information.

Submit Manual Outcome form.

Follow-up is done for all NRS students except Corrections (incarcerated), regardless of employment status.

In the student record, click on the “Education” tab. Open the Postsecondary Education/Training panel and “Add New Record”.

Indicate the Post-Secondary Institution Type, Enter the name and the Date Enrolled, then save. Include any other information available.
## Attained PS Credential while Enrolled or within 1 year of Exit

This follow up measure is only for students who were enrolled in an IET and Attained a PS Credential.

Enter information in LACES when the student is eligible for the follow-up measure.

Include all Postsecondary or Training information.

Submit Manual Outcome form.

Follow-up is done for all NRS students except Corrections (incarcerated), regardless of employment status.

## In the student record, click on the “Education” tab

Open the Postsecondary Education/Training panel and “Add New Record”.

Indicate the Post-Secondary Institution Type, Enter the name and the Date Enrolled.

Enter the Credential Attained and Date Earned.

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<table>
<thead>
<tr>
<th>Program: Adult Education</th>
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<tbody>
<tr>
<td><strong>Education</strong></td>
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<tr>
<td><strong>Postsecondary Education Or Training</strong></td>
</tr>
<tr>
<td>[ADD NEW RECORD / EXPORT]</td>
</tr>
</tbody>
</table>

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**Add New Postsecondary Education Or Training Record**

- Postsecondary Institution Type: [No Value Entered]
- Name of Postsecondary School: [No Value Entered]
- Address 1: [Enter Address]
- Address 2: [Enter Address]
- City: [Enter City]
- State: [No Value Entered]
- Zip: [Enter Zip Code]
- District: [No Value Entered]
- Phone at Address: [Enter Phone Number]
- Industry: [No Value Entered]
- Course of Study: [No Value Entered]
- Enroll Date: [Enter Date]
- Exit Date: [Enter Date]
- Total Hours Attended: [Enter Hours]
- Earned Credits: [Enter Credits]
- Credential Attained: [Enter Credential]
- Date Earned: [Enter Date]

[Save, Save and New, Cancel]