

CASAS Entry Form Instructions

Fields 1, 2, 3, 4, 5 and 10 should be pre-printed - if not fill those in as they are required.
 Field 12 is required and must be filled in.
 Field 6, 7, 8a, 8b, 9, 13, 14, 15 and 17 may be pre-printed and should be filled in.
 Fields 11, 16, 18, 19 and 20 can either be overridden or are not required (leave blank).

Field	Instruction	Information Needed	Explanation
6	Highest Year of School Completed	Number of Years Completed	Formal education in the U.S or any other country.
7	Highest Diploma Earned	Mark One	The highest education earned in the U.S. or any other country. *Outside U.S. – Bubble this if degree was earned in another country.
8b	Race	Mark One or More	Note: Learners with European descent are considered white.
9	Native Language	Mark One	Self-Explanatory
12	Attainable Goal Within Program Year	MARK ONE IN EACH COLUMN	Goal must be achieved within the current program year (i.e. ESL learners will most likely NOT graduate from HS this program year) ***IMPORTANT*** Core Performance Goals are: <ul style="list-style-type: none"> ○ H.S. Diploma/GED ○ Get a job ○ Retain job ○ Enter college or training
13	Special Programs	Mark all that Apply	CBET learners bubble Other.
15	Labor Force Status	Mark One	*If learner is employed one of their goals should be Retain job. *If learner is unemployed and seeking work, one of their goals should be Get a job.