

GALIS Reports User Guide
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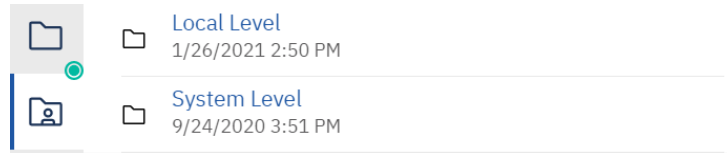
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GALIS Reports Folder Organization



- **Local Level:** This folder contains local program reports that can be run by fiscal year for each program. The Local Level folder contains three sub-folders.
 - **Misc:** This sub-folder contains local program reports that are not NRS reports or sign-in sheets.
 - **NRS Reports:** This sub-folder contains local versions of federally required NRS reports that can be run by fiscal year for each program.
 - **Reports for Review:** This sub-folder contains draft reports for programs to review and provide feedback.
 - **Sign-In Sheets:** This sub-folder contains sign-in sheets that local programs use for taking attendance.
- **System Level:** This folder contains state-level reports that can be run by fiscal year for the entire state.

Local Level Reports

Misc

This folder contains local program reports that are not NRS reports or sign-in sheets.

NRS Reports

This sub-folder contains local versions of federally required NRS reports that can be run by fiscal year for each program.

Reports for Review

Use this folder to review draft reports before they are published to the field. Please email research@tcsg.edu with feedback.

Requests

Sign-In Sheets

This sub-folder contains sign-in sheets that local programs use for taking attendance.

The following reports are available as of the latest publication date of the user guide.

Misc

Report Number	Report Name	Description
AEL7001	All Student Contact Information	Provides the name, phone, email, address, sex, date of birth, institutional use fields, and hours for students who have 0.25 hours and contact information in GALIS. Use this report to sort by different variables and follow up with students. Note: AdultOnlineREG@tcsg.edu is the default email address if the student does not provide one in the online registration form and should not be used to contact students.
AEL7017	All Tests	Shows all tests taken by students with at least 0.25 for a given Fiscal Year, local program, and instructor. All students in this report either have a pre-test or post-test. Use this report to view information such as test form, test version, test subject, test score and EFL.
AEL7013	Assessments and no Attendance	Provides a list of students who have assessments entered without attendance entered on the corresponding date. Use this report to ensure all students have attendance entered for their assessment dates. Excluded tests are not listed.
AEL7026	Class and Sites Report	Provides information on Adult Ed sites by address, county, CRN, room number, class times and days of week. The report also indicates which courses are Distance Ed.
AEL7007	Class Summary List with Hours	Provides a list of all classes entered in GALIS with information including site, title, instructor, unduplicated enrollment, and a breakdown of classroom and online hours. Use this report to monitor in-person vs. online attendance hours by class to assist with data audits.
AEL7018	HSE Test History Report	This report shows the count of unique students with at least 0.25 hours passing GED and HiSET subject tests. Completers may include students who completed either GED or HiSET prior to the report Fiscal Year.
AEL7002	IET Enrollment and Credentials	Provides a list of IETs by CRN. Page 1 provides a count of students, credentials earned, and students earning credentials by IET and overall. When you click each CRN, the report provides a list of students and credentials they have earned. Use this report to monitor IET enrollment and credential attainment.
AEL7019	IET Follow-up Survey	The IET Follow-Up Survey collects real-time employment information for IET completers to evaluate the impact of IETs. This report includes IET students who earned a credential during the FY with their IET class and contact information. Programs should attempt to follow up with IET completers 6 months after they complete the IET students at least 2 times. Submit the IET Follow-Up Survey to OAE with the Local Program Data Quality Reports. Refer to the footer of the report for instructions on how to complete the survey.

AEL0191	Post-Test Tracker: Most Recent Tests	Provides a list of NRS students with their most recent test information, hours, and EFL by instructor. Use this report to help identify students who may be ready to post-test.
AEL7014	Secondary Goals	Provides a list of all students with secondary goals entered in GALIS and goal completion status, disaggregated by family literacy and IELCE as well. Use this report to monitor secondary goal data entry and progress.
AEL7004	Staff Professional Development Hours by Local Program	Provides a list of staff members with professional development hours entered. When you click each staff ID, the report provides a list of professional development attended. Use this report to monitor accumulated staff professional development hours.
AEL7005	Staff Professional Development Opportunity by Local Program	Provides a list of professional development events for each fiscal year with dates, state vs. local, number of attendees, and total hours. When you click each CRN, the report provides a list of attendees for each event. Use this report to monitor what professional development has been entered into GALIS at the state and local level and ensure accuracy.
AEL0011	Student Attendance Hours: by Instructor, Class, and Student	Provides a list of all students with at least 0.25 hours by instructor and class with their hours, last date of attendance, and pre- and post-test status. The All Instructors drilldown page provides a breakdown of enrollment by ABE, ESL, and students who do not have a pre-test. The All Students drilldown page provides a list of students by total attendance hours in GALIS. Use this report to monitor enrollment and identify students for follow-up.
AEL0298	Student Contact Information by Instructor	Provides the name, phone, email, and address information for students who have been assigned to a class(es). Use this report to follow up with students in your program. Note: AdultOnlineREG@tcsg.edu is the default email address if the student does not provide one in the online registration form and should not be used to contact students.
AEL7015	Student Schedule Information	This report shows students by org, CRN, and Instructor. Use this report to find student class and contact information.
AEL0003	Students with 0.25 Hours, No Pre-Test by Org	Provides a list of student IDs and hours for those who do not have a pre-test. Use this report to ensure students have valid pre-tests. If students have more than 12 hours and no pre-test, ensure the student's provisional EFL information is entered in GALIS.
AEL7028	Students without VOEPB by Age	This report provides information on students close to or over 18 years old who need to submit a VOEPB and have at least 0.25 hours of attendance.

NRS Reports

The following reports replicate the state-level NRS reports, but can be run by local program and fiscal year. These reports only include NRS students (students with at least 12 hours and an approved pre-test).

Report Number	Report Name	Description
AEL0087	Table 1 WIOA Local - Participants by Entering Education Functioning Level, Ethnicity, and Sex	Provides a breakdown of NRS students by EFL, race/ethnicity, and sex.
AEL7023	Table 1 WIOA Local - Participants by Entering Education Functioning Level, Ethnicity, and Sex by County	Provides a breakdown of NRS students by EFL, race/ethnicity, sex and county of residence.
AEL0089	Table 2 WIOA Local - Enrollment by Age, Ethnicity, and Sex	Provides a breakdown of NRS students by race/ethnicity, sex, and age.
AEL0091	Table 3 WIOA Local - Participants by Program Type and Age	Provides a breakdown of NRS students by program type (ABE, ASE, ESL, IELCE, IET) and age. Use this report to determine the number of IET NRS students enrolled.
AEL0328	Table 4 WIOA Local - Measurable Skill Gains and Attendance by Date	Provides a breakdown of MSG performance by EFL. Use this report to run Table 4 for a specific date range. Can obtain a drilldown list of NRS students and their MSG status.
AEL0095	Table 4 WIOA Local - Measurable Skill Gains and Attendance by EFL	Provides a breakdown of MSG performance by EFL. This is a program's official Table 4 report. Can obtain a drilldown list of NRS students and their MSG status.
AEL7022	Table 4 WIOA Local - Measurable Skill Gains and Attendance by EFL and County	Provides a breakdown of MSG performance by EFL, local org and student county of residence.
AEL0334	Table 4 WIOA Local - Measurable Skill Gains and Attendance by Instructor, CRN, Student	Provides a breakdown of MSG performance by instructor that programs can then drilldown by CRN and student. Use this report to analyze MSG performance by instructor for a specific date range. Can obtain a drilldown list of NRS students and their MSG status. This is the recommended report for analyzing program performance.

AEL0214	Table 4 WIOA Local - Measurable Skill Gains and Attendance by Instructor, EFL, Student	Provides a breakdown of MSG performance by instructor that programs can then drilldown by EFL and student. Use this report to analyze MSG performance by instructor for a specific date range. Can obtain a drilldown list of NRS students and their MSG status.
AEL0335	Table 4 WIOA Local - Measurable Skill Gains by Site, CRN, Student	Provides a breakdown of MSG performance by site that programs can then drilldown by CRN and student. Use this report to analyze MSG performance by site for a specific date range. Can obtain a drilldown list of NRS students and their MSG status.
AEL0216	Table 4 WIOA Local - Measurable Skill Gains by Site, EFL, Student	Provides a breakdown of MSG performance by site that programs can then drilldown by EFL and student. Use this report to analyze MSG performance by site. Can obtain a drilldown list of NRS students and their MSG status.
AEL0215	Table 4B WIOA Local - Post-Tested Participants by Instructor, EFL	Provides a breakdown of MSG performance for pre- and post-tested students that programs can drilldown by instructor and EFL. Use this report to analyze post-test rates and MSG performance for post-tested students by instructor. Can obtain a drilldown list of post-tested students by instructor and their MSG status.
AEL0097	Table 4B WIOA Local - Post-Tested Participants with all MSGs	Provides a breakdown of MSG performance for pre- and post-tested students only. Use this report to analyze post-test rates and MSG performance for post-tested students. Can obtain a drilldown list of post-tested students and their MSG status.
AEL7019	Table 4C WIOA Local - Measurable Skill Gains (MSG) by Entry Level for Participants in Distance Education	Provides a breakdown of MSG performance for distance education (>50% hours are proxy) students by EFL. Can obtain a drilldown list of distance education students and their MSG status.
AEL7012	Table 6 WIOA Local - Participant Status and Program Enrollment	Provides a breakdown of NRS students by student status, including employment, previous education, family literacy, workplace literacy, and corrections. Can obtain a drilldown list of NRS students and individual status designations.
AEL0012	Table 7 WIOA Local - Adult Education Personnel by Function and Job Status	Provides a breakdown of active and inactive staff roles and part-time/full-time status. Can obtain a drilldown of all staff and their position, years of experience, certification, personnel type, and status.

Sign-In Sheets

Report Number	Report Name	Description/Instructions
AEL0074	Sign In Sheet Daily by Instructor	Provides a sign-in sheet that can be used for one day.
AEL0283	Sign In Sheet Weekly by Instructor 4 Column	Provides a sign-in sheet that can be used for four days in a week.
AEL0073	Sign In Sheet Weekly by Instructor	Provides a sign-in sheet that can be used for three days in a week.

System Level Reports

The following reports provide data for all adult education students in Georgia and include reports available as of the latest publication date of the user guide.

Report Number	Report Name	Description/Instructions
AES7018	HSE Statewide History Report	Provides statewide count of GED and HiSET tests passed per subject, disaggregated by local org.
AES7003	IET Enrollment and Credentials Statewide	Provides the total count of students enrolled in IET with over 0.25 hours by training provider, CRN, Class Title, start and end date.
AES7027	Intake Application Report	Provides the count of Target-X applications received by local org.
N/A	Joint Report – Participant Characteristics (p.1)	Provides a breakdown of the primary indicators of performance by age, race/ethnicity, and sex for all periods of participation in a report year.
N/A	Joint Report Barriers to Employment (p.2)	Provides a breakdown of the primary indicators of performance by barriers to employment categories for all periods of participation in a report year.
N/A	Joint Report Credential Attainment (p.3)	Provides a breakdown of credential attainment for relevant periods of participation in a report year.
N/A	Joint Report Measurable Skill Gains (p.4)	Provides a breakdown of MSG achievement for relevant periods of participation in a report year.
AES0500	MSG Report	Provides count of NRS students with MSG by MSG type.
AES0019	Table 1 WIOA - Entering Educational Functioning Level, Ethnicity and Gender	Provides a breakdown of NRS students by EFL, race/ethnicity, and sex.

AES0029	Table 10 WIOA - Outcome Achievement for Participants in Correctional Education Programs	Provides a breakdown of the primary indicators of performance for NRS corrections participants.
AES0342	Table 11 WIOA - Outcome Achievement for Participants in Integrated Education and Training Programs	Provides a breakdown of the primary indicators of performance for NRS IET participants.
AES0020	Table 2 WIOA - Enrollment by Age, Ethnicity, and Sex	Provides a breakdown of NRS students by race/ethnicity, sex, and age.
AES0339	Table 2A WIOA - Reportable Individuals by Age, Ethnicity, and Sex	Provides a breakdown of students with less than 12 contact hours by race/ethnicity, sex, and age.
AES0021	Table 3 WIOA - Enrollment by Program Type and Age	Provides a breakdown of NRS students by program type (ABE, ASE, ESL, IELCE, IET) and age. Use this report to determine the number of IET NRS students enrolled in the state.
AES0022	Table 4 WIOA - Measurable Skill Gains by Entry Level	Provides a breakdown of MSG performance by EFL for all NRS students in the state.
AEL0008	Table 4 WIOA Local - Measurable Skill Gains and Attendance by Org Single Page	Provides each program's local Table 4 report on a single page. Note: For accurate historical comparisons, programs should archive copies of this report over time.
AES0340	Table 4A WIOA - Educational Functioning Level Gain	Provides a breakdown of EFL gains (pre/post-testing or transition to postsecondary) by EFL for NRS students in the state.
AES0023	Table 4B WIOA	Provides a breakdown of EFL gains for pre- and post-tested NRS participants in the state.
AES0293	Table 4C WIOA - Measurable Skill Gains (MSG) by Entry Level for Participants in Distance Education	Provides a breakdown of MSG performance by EFL for all NRS distance education students in the state.
AES0024	Table 5 WIOA - Primary Indicators of Performance	Provides a breakdown of the employment and credential primary indicators of performance for NRS participants in the state.
AES0296	Table 5A WIOA - Primary Indicators of Performance for Participants in Distance Education	Provides a breakdown of the employment and credential primary indicators of performance for NRS distance education participants in the state.

AES0025	Table 6 WIOA - Participant Status and Program Enrollment	Provides a breakdown of participant status for NRS participants, including employment status, highest level of education, and corrections information.
AES0026	Table 7 WIOA - Adult Education Personnel by Function and Job Status	Provides a breakdown of adult education personnel by job function, years of experience, and certification.
AES0341	Table 9 WIOA - Outcome Achievement for Participants in Integrated English Literacy and Civics Education	Provides a breakdown of the primary indicators of performance for NRS IELCE participants.
AES7016	Table 8 WIOA - Outcomes for Participants in Family Literacy Programs	Provides a breakdown of employment and credential primary indicators for student participants enrolled in Family Literacy.
AES0001	Unduplicated Student Count	Provides the total count of students with at least 0.25 hours of attendance for the state and by local program.
AES0006	Unduplicated Student Count by Distance Education Status	Provides the total count of students and distance education students with at least 0.25 hours of attendance for the state and by local program.

OAE will continue to update this list as reports are developed.

GALIS Report Feedback and Data Requests

To provide feedback on existing reports or request new reports for future consideration, submit your request to research@tcsq.edu. TCSG ITDR and OAE will consider all requests on a case-by-case basis.

If you have an ad hoc data request, contact Director of Research and Impact, Rosaline Tio, at rtio@tcsq.edu. OAE will work with ITDR to determine if the ad hoc data request can be addressed within the requested time frame.