



MIAMI-DADE COUNTY PUBLIC SCHOOLS  
WORKFORCE DEVELOPMENT EDUCATION  
DATA INPUT FORM

School Operations (Adult/Vocational, and Community Education)

PERSONAL INFORMATION

Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

Last Name \_\_\_\_ First Name \_\_\_\_ Middle Name \_\_\_\_  
(Picture I.D Required)

Social Security No. \_\_\_\_ Student I.D. No. \_\_\_\_ Phone No. ( ) \_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Birthplace (Country or State) \_\_\_\_  
Month Day Year

Address \_\_\_\_  
Number and Street Apt. City State Zip

**CITIZENSHIP STATUS** (Select one) ☐ U.S. Citizen ☐ Permanent Resident Alien ☐ Non-Resident Alien ☐ Not Reported

**GENDER** (Select one) ☐ Female ☐ Male

**ETHNICITY** (Select one) Latino or Hispanic Origin ☐ Yes ☐ No

**RACE** (Select all that apply) ☐ American Indian or Alaskan Native ☐ Black or African American ☐ Hawaiian or other Pacific Islander  
☐ Asian Native ☐ White

**LANGUAGE** (If applicable, Select Yes or No)

Yes ☐ No ☐ Is a language other than English spoken at your home?  
Yes ☐ No ☐ Do you have a first language other than English?  
Yes ☐ No ☐ Do you most frequently speak a language other than English?

**EMERGENCY CONTACT INFORMATION**

Name \_\_\_\_ Phone No. ( ) \_\_\_\_  
Last First Middle

**RESIDENCY** (Select One) ☐ Florida resident (Live in State of Florida) County \_\_\_\_ (Leave blank if Miami-Dade)  
☐ Non-Florida resident

Under penalty of perjury, I hereby swear or affirm that the information presented on this form is true.

X \_\_\_\_ (Signature)

If you do not want your directory information released without prior written consent, please check the box on the right. ☐

EDUCATION

**Highest School Grade Completed** (Select One)

☐ No school grades completed  
☐ Completed at least part of 1<sup>st</sup> through 11<sup>th</sup> grade  
Highest grade completed: \_\_\_\_  
☐ Completed the twelfth grade, but did not attain a diploma or equivalency  
☐ Earned a high school diploma - Date \_\_\_\_  
☐ Earned a high school equivalency - Date \_\_\_\_  
☐ Have a disability and attained a special diploma or high school certificate of attendance/completion from completing an Individual Education Plan (IEP)

Where was this level achieved? ☐ U.S. Based ☐ Not U.S. Based

☐ Completed some college, but did not earn a certificate or degree  
☐ Earned a Career Certificate  
☐ Earned an Associate of Applied Sciences degree  
☐ Earned an Associate of Science degree  
☐ Earned an Associate of Arts degree  
☐ Earned a Bachelor's degree  
☐ Attained beyond a Bachelor's degree  
☐ Current H.S. Student / Grade Level \_\_\_\_ ISIS ID # \_\_\_\_  
(9-12)

Students with special needs may be eligible for course and testing accommodations. See an adult/vocational education counselor for information and assistance.

**EMPLOYMENT AND BACKGROUND****Employment Status** (Select One – To be completed upon entry for each term)

- ☐ Employed
- ☐ Employed but with Notice of Termination or in transition out of military service
- ☐ Not Employed (looking and eligible for employment)
- ☐ Not in Labor Force (incarcerated, not eligible for employment, or not seeking employment)

**Background** (Select all that apply – To be completed upon entry for each term/semester)

- ☐ On Public Assistance      ☐ Single Parent      Are you the parent of a child within the age range of 0 – 18? ☐ Yes ☐ No
- ☐ Single Pregnant Woman      ☐ Perceived employment barriers
- ☐ Previously or currently subject to any stage of the criminal justice process
- ☐ Low-income individual (or their dependent) employed primarily in farming currently unemployed or finding difficulty obtaining work for 12 months out of the last two years
- ☐ Migrant or seasonal farmworker (or their dependent)      ☐ Homeless without a fixed, regular nighttime residence
- ☐ Homeless but staying in non-traditional housing (ex: park, abandoned building, or bus station)
- ☐ Child of migrants who have changed school districts in the last 3 years due to parents' seasonal employment
- ☐ Previously unemployed or underemployed while caring for home and family (unpaid)
- ☐ Previously supported by public assistance or family, and now unemployed or underemployed
- ☐ Parent of a child within two years of no longer receiving TANF (formerly AFDC)
- ☐ Unemployed dependent spouse of a member of the Armed Forces on active duty or is deceased or disabled as a result of military service

**OFFICE USE ONLY**

Enrollment Date \_\_\_\_\_

Referring Agency Code(s) \_\_\_\_\_

Program Enrollment Type (Select all that apply) ☐ ABE ☐ ESOL ☐ ASE (AHS, High School Equivalency Program) ☐ CTE ☐ GED\*ID Used for Verification of Florida Residency \_\_\_\_\_ (Transfer residency codes from VERIFICATION OF FLORIDA RESIDENCY FM 7425)  
ID 1      ID 2Military Status \_\_\_\_\_  
CodeLEP Status ☐ Current (L)

Student Goals \_\_\_\_\_ (See Data Input Form Office Instructions for codes)

(Counselor Use ONLY)

Ref#	Class	Days	Time	Instructor	Location

Counselor or Administrative Verification Signature X \_\_\_\_\_



## DATA INPUT FORM INSTRUCTIONS

**Please include as much information as possible on your form. The more information you provide, the better we can serve your educational needs. If you require any assistance in filling out this form, please see a counselor or registration officer.**

### PERSONAL INFORMATION

Social Security Number (SSN)

A social security number is not required for enrollment. However, providing a social security number will allow the school to better serve you because of special funding and financial aid opportunities available. SSNs are also collected to fulfill state reporting requirements for educational institutions (FS 1008.41, FS 1008.43). For proof of a valid social security number, please submit one of the following:

- An original Social Security Card with the student's legal name
- Preprinted IRS W-2 Form with the student's legal name
- Pay stub from an employer with the SSN and the student's legal name preprinted

***Please submit a valid photo id to verify identity.***

### **Citizenship Status**

Please indicate here your legal immigration status in the United States. This is **optional**. If you do not wish to report your status, mark the box "Not Reported."

### **Ethnicity and Race**

Although not required, reporting your ethnicity and race will allow us to better tailor our educational programs to different populations. First choose yes or no to denote if you are Hispanic or not. Then choose all of the racial categories that apply to you from the list. (You can choose more than one)

### **Residency**

If you live in the state of Florida, please mark the box labeled "Florida resident." If you do not live in the state of Florida, mark the box labeled "Non-Florida resident."

**Please sign this form on the line marked with the 'X' on the top. Your signature signifies that you are affirming that all information presented by you on the form is true.**

*Although your educational records are protected under Federal Law, we can release your directory information (name, address, phone, etc.) to certain agencies such as military recruiters or colleges and universities. If you do not wish your information be released, please check the box.*

### EDUCATION

#### **Highest School Grade Completed**

Please select the box which reflects the highest level of education that you have achieved. If you are a current high school student, indicate your current grade level and your ISIS (day school) ID#.

**Students with special needs may be eligible for course and testing accommodations. See an adult/vocational education counselor for information and assistance.**

### EMPLOYMENT AND BACKGROUND

#### **Employment Status**

Please indicate your current employment status from the following options:

- Employed - if you are currently working
- Employed, but with Notice of Termination or in transition out of military service
- Not employed (looking and eligible for employment)
- Not in labor force (incarcerated, not eligible for employment, or not seeking employment)

#### **Background**

Please select all of the boxes that most accurately describe your current living status and background. This information will enable the school to offer you the highest level of assistance available.