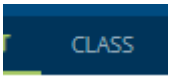
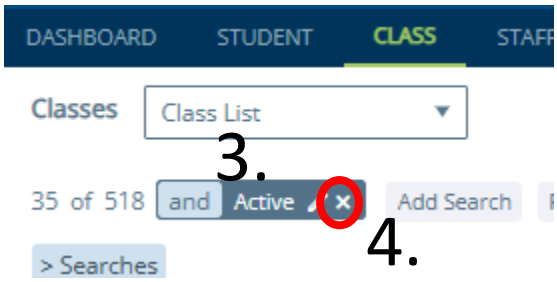
Number of Participants

1. Log in to LACES
2. Navigate to the Class Tab
3. Find the Active Filter
4. Click the X to the right of the Active Filter
5. Find the class and program year
6. Open the class
7. Find the Enrollment tab
8. Locate the number enrolled in the bottom right-hand corner
9. Record the number in the appropriate box in the table

2.





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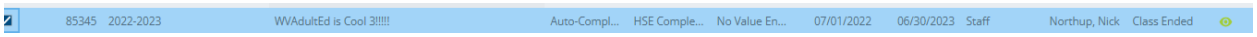

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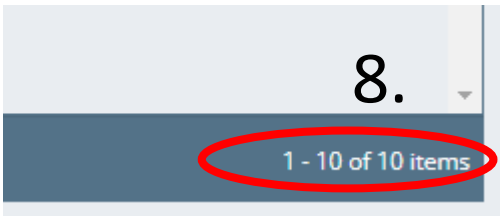
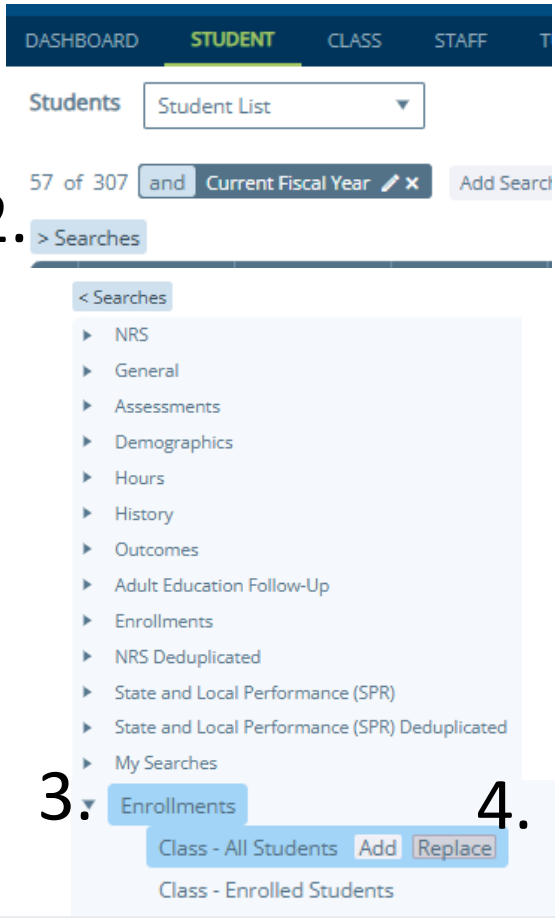


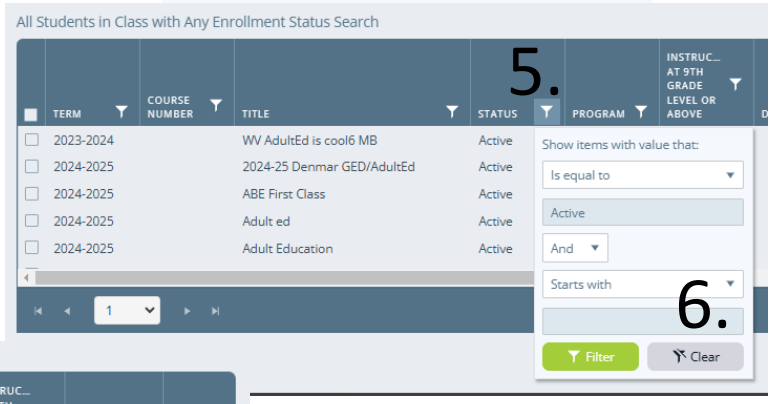
9.

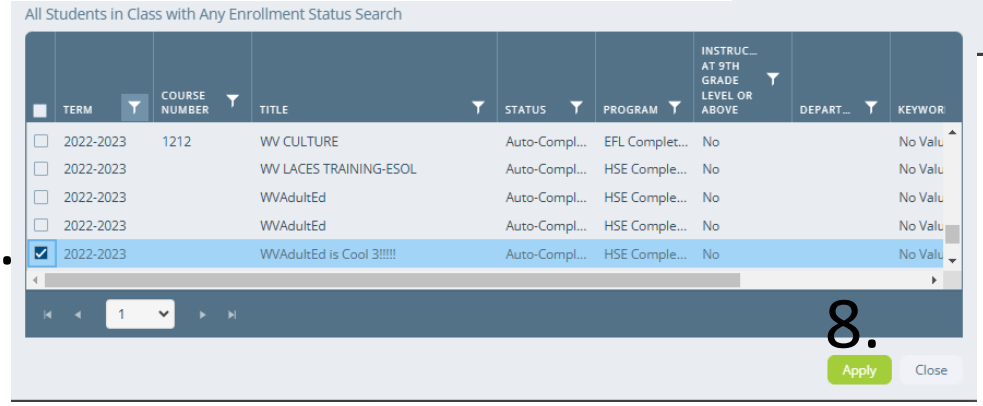
PY23 – 7/1/2022 to 6/30/2023				PY 24 – 7/1/2023 to 6/30/2024			
Number of Participants	Number Who Gained or Retained Employment	Number Who Attained a Secondary School Diploma	Number Who Transitioned to Postsecondary Education or Training	Number of Participants	Number Who Gained or Retained Employment	Number Who Attained a Secondary School Diploma	Number Who Transitioned to Postsecondary Education or Training

Number Who Gained or Retained Employment

1. Log in to LACES
2. Find the >Searches on the Student Tab
3. Locate the Enrollment Panel
4. Select Class- All Students and click Replace
5. A new window will appear with classes from the Current fiscal year. Find the Status column and select the filter icon.
6. Click Clear
7. Select the class based on the program year.
8. Then select Apply
9. With the new class appear, find reports in the white part of the screen
10. Find the Goals met in Time Period by Type Summary
11. Enter the dates for the corresponding program year
12. Click Export
13. Find the Achievement in the report
14. Record the number of Obtained and Retained Employment







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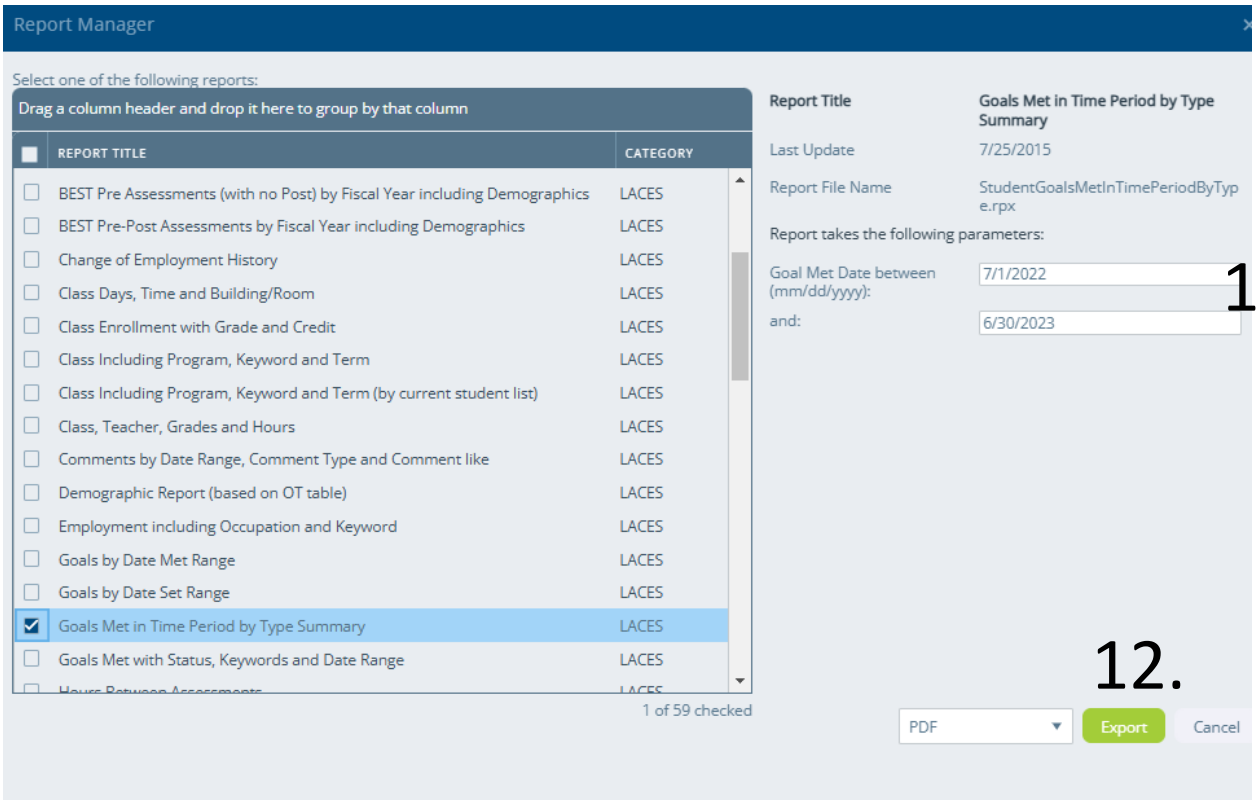
10.



11.

12.

Goal Type
Employment Related Certificates

13.

Goal Keyword	Number of Records
Applied for a job/interviewed for a job	1
CPR, First Aid, or AED Certificate	2
Driver's License	2
Obtained / retained unsubsidized job	1
Obtained a better job or job promotion	1
Total Number of Records:	7

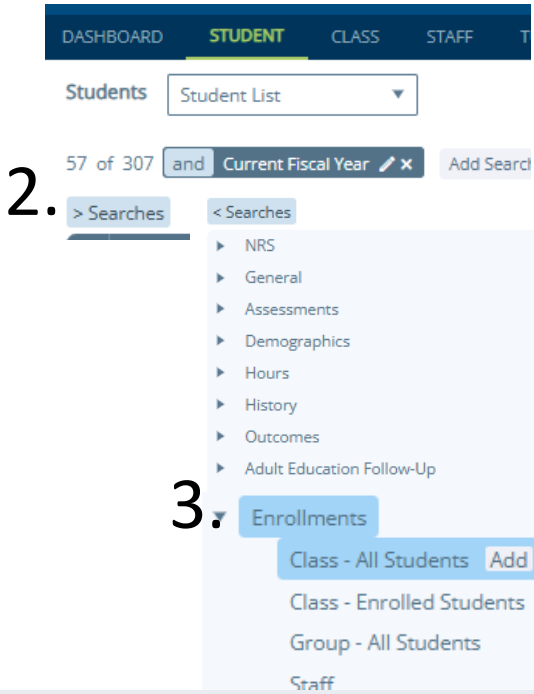
Goal Type

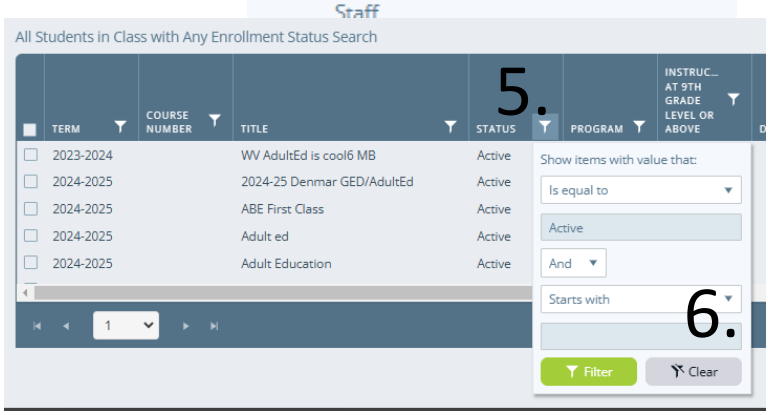
14.

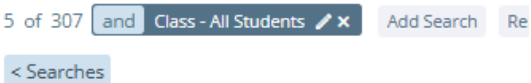
PY23 – 7/1/2022 to 6/30/2023				PY 24 – 7/1/2023 to 6/30/2024			
Number of Participants	Number Who Gained or Retained Employment	Number Who Attained a Secondary School Diploma	Number Who Transitioned to Postsecondary Education or Training	Number of Participants	Number Who Gained or Retained Employment	Number Who Attained a Secondary School Diploma	Number Who Transitioned to Postsecondary Education or Training

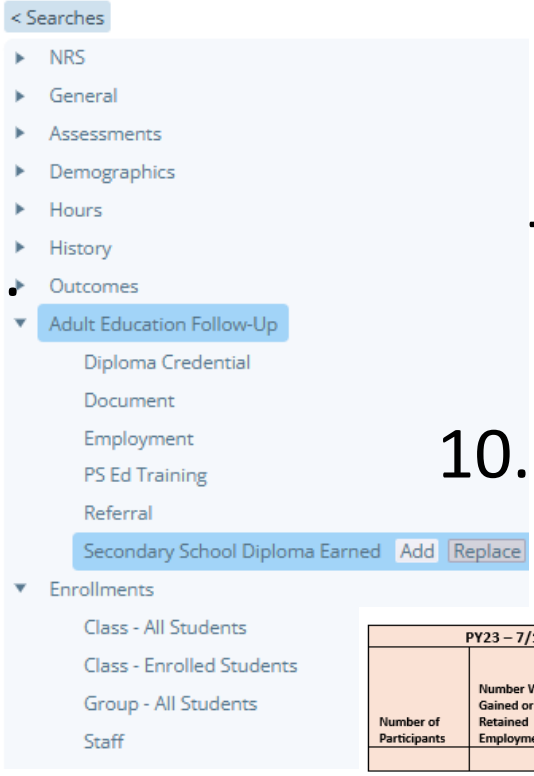
Number Who Attend a Secondary School Diploma

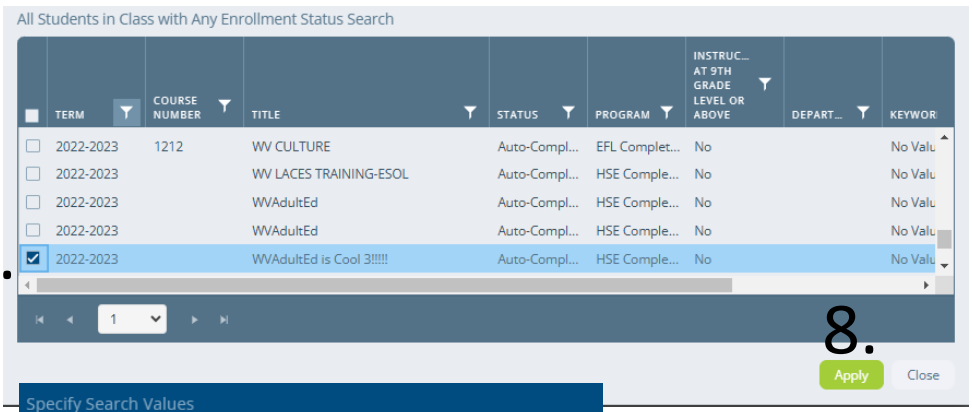
1. Log in to LACES
2. Find the >Searches on the Student Tab
3. Locate the Enrollment Panel
4. Select Class- All Students and click Replace
5. A new window will appear with classes from the Current fiscal year. Find the Status column and select the filter icon.
6. Click Clear
7. Select the class based on the program year.
8. Then select Apply
9. Under the <Searches on the student tab, Find Adult Education Follow Up Panel
10. Select Secondary School Diploma Earned and then Add
11. Enter dates that correspond to the program year
12. Select Apply
13. Record the number is correct column

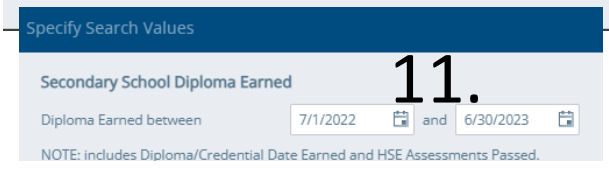


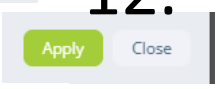










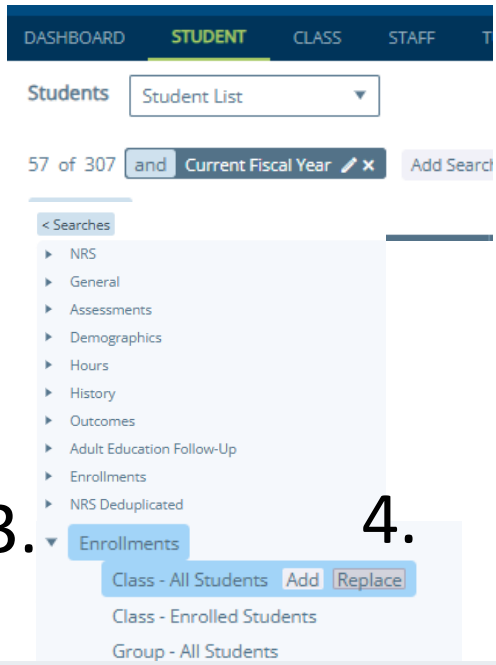


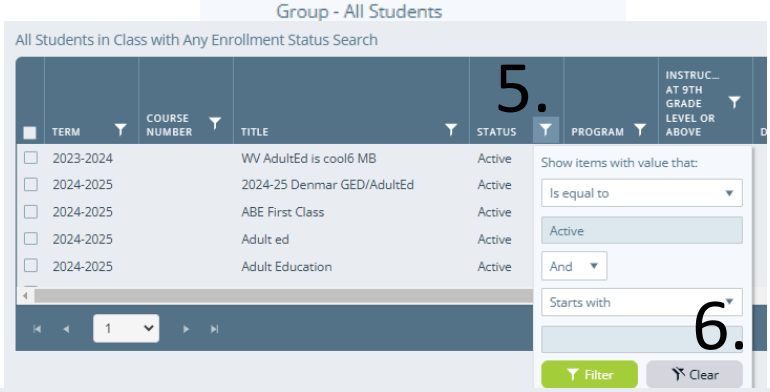
13.

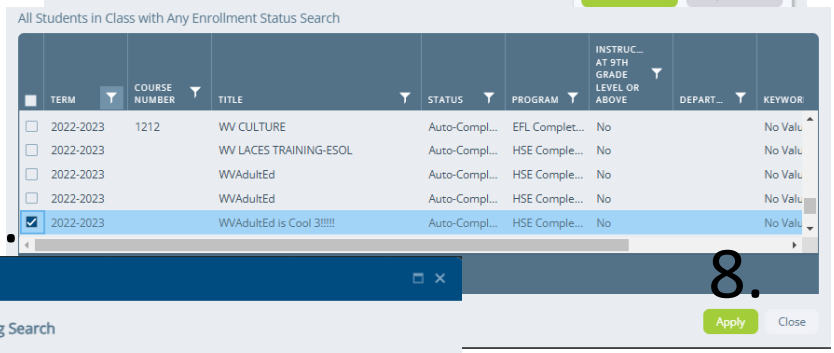
PY23 – 7/1/2022 to 6/30/2023				PY 24 – 7/1/2023 to 6/30/2024			
Number of Participants	Number Who Gained or Retained Employment	Number Who Attained a Secondary School Diploma	Number Who Transitioned to Postsecondary Education or Training	Number of Participants	Number Who Gained or Retained Employment	Number Who Attained a Secondary School Diploma	Number Who Transitioned to Postsecondary Education or Training

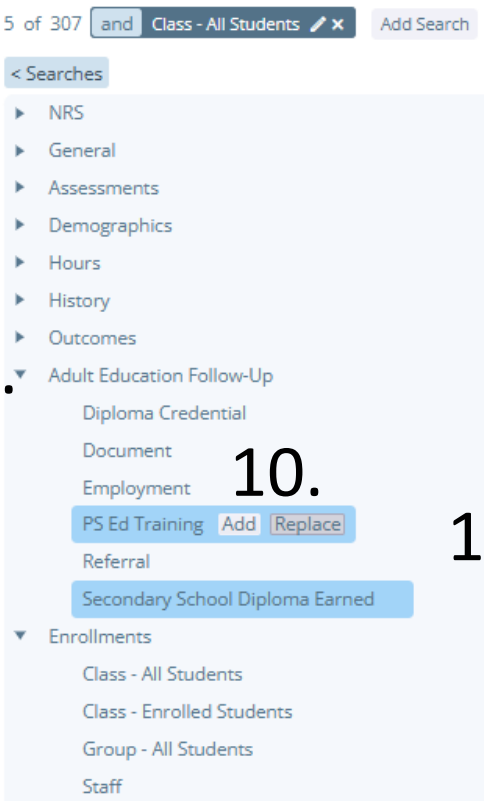
Number who Transitioned to Postsecondary Education or Training

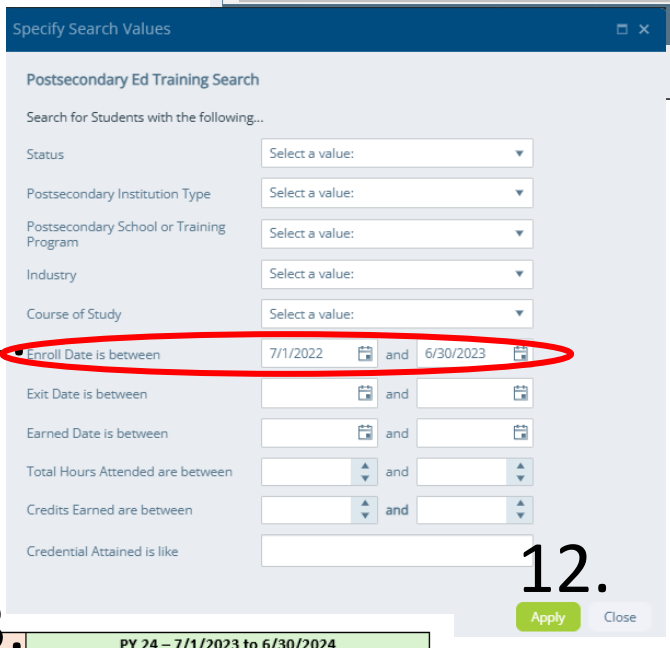
1. Log in to LACES
2. Find the >Searches on the Student Tab
3. Locate the Enrollment Panel
4. Select Class- All Students and click Replace
5. A new window will appear with classes from the Current fiscal year. Find the Status column and select the filter icon.
6. Click Clear
7. Select the class based on the program year.
8. Then select Apply
9. Under the <Searches on the student tab, Find Adult Education Panel
10. Select Add
11. Enter dates that correspond to the program year
12. Select Apply
13. Record the number is correct column











13.

PY23 – 7/1/2022 to 6/30/2023				PY 24 – 7/1/2023 to 6/30/2024			
Number of Participants	Number Who Gained or Retained Employment	Number Who Attained a Secondary School Diploma	Number Who Transitioned to Postsecondary Education or Training	Number of Participants	Number Who Gained or Retained Employment	Number Who Attained a Secondary School Diploma	Number Who Transitioned to Postsecondary Education or Training