



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

AFA-1

CBM Reports to the Texas Higher Education Coordinating Board

APPROVED: May 18, 2009 **REVISED:**
Year of last review: 2021
AUTHORIZING BOARD POLICY: AFA

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Research, Accreditation & Planning

Designated Contact: Director of Institutional Research

OBJECTIVE: To outline steps for creating, editing, submitting, and certifying Coordinating Board Manual (CBM) reports to the Texas Higher Education Coordinating Board.

PROCEDURE:

I. General

The College submits the Coordinating Board Manual (CBM) reports to the Texas Higher Education Coordinating Board (THECB) as required by the Higher Education Coordinating Act of 1965 as amended (codified as Subtitle B, Chapter 61, Texas Education Code, 1971). All reports must be submitted electronically using the Electronic Data Transfer System. The Office of Institutional Research (IR), in cooperation with the Office of Admissions and Registrar, the Vice President of Instruction, the offices of the Deans of Instruction, the Associate Vice President of Workforce and Continuing Education, the Office of Human Resources and the Office of Information Technology, produces the CBM reports and submits the reports to THECB. IR prepares a *Certification Statement* (attached to procedure), guaranteeing the accuracy of each completed report. The Director of Admissions and Registrar, as the Certifying Official, submits the *Certification Statement* to THECB.

II. Description of CBM Reports (See the *Reporting and Procedures Manual for Texas Community, Technical, and State Colleges*, www.thecb.state.tx.us/, for details about the content of each report. Also, refer to the *Terminology* document attached to this procedure.)

CBM001 or Student Report - Includes a record for each student enrolled on the official census date (census date of the regular term) in a credit course on the CBM004 for the reporting period. Fields include the student's social security number, demographic and special population information, and enrolled contact and credit hours. Total contact hours reported on the CBM001 and CMB004 must match.

CBM002 or Texas Success Initiative Report – Reports the TSI status in writing, reading and mathematics of each student enrolled at census date in a credit course taught during the reporting period. Fields include placement scores in writing, reading and mathematics, and dates of completion and grades for approved college-level courses in the three subject areas.

CBM004 or Class Report – Includes a record for each credit course approved by THECB that begins on or before the official census date of the reporting period including Flexible Entry Courses from the previous term. [See the *Lower-Division Academic Course Guide Manual* (ACGM) and the *Workforce Education Course Manual* (WECM) for information about approved courses and the approval process.] A course is identified by THECB as “General Academic”, “Local Need” or “WECM”. Fields include subject prefix, course number, section number, instructor's social security number, type of instruction, contact hours per week, weeks taught and number of students enrolled at census date. Total contact hours on the CBM004's for a Base Year determine State appropriations to EPCC for the two-year period following the Base Year. Total contact hours reported on the CBM001 and CMB004 must match. Every instructor on the CBM004 must be on the CBM008.

CBM008 or Faculty Report – Includes a record for each instructor on the CBM004 for the reporting period. Fields include instructor social security number, name, demographic information, highest degree earned, percent of time employed at EPCC, percent of time directly related to teaching and salary.

- CBM009 or Graduation Report – Includes a record for each THECB-approved degree, certificate or progress measure completed by a student during an academic year. Fields include a student’s social security number and demographic information and descriptive data about the degree, certificate or progress measure completed.
- CBM00A or Students in Continuing Education Courses Report – Includes a record for each student enrolled on the official census date in continuing education courses(s) awarding CEU’s and included on the CBM00C for the reporting period. Fields include student’s social security number, demographic and special population information and the number of reportable contact hours in which the student is enrolled. The total contact hours reported on the CBM00A and CBM00C must match.
- CBM00C or Continuing Education Class Report – Includes a record for each “WECM” or State-approved “Local Needs” course with a census date during the reporting period. [See the *Workforce Education Course Manual* (WECM) for information about approved courses and the approval process.] EPCC receives State funding for students enrolled in these courses based on the total contact hours reported at census date. Fields include subject prefix, course number, section number, instructor’s social security number, type of instruction, contact hours, census-date enrollments and end-of-course enrollments. The total contact hours reported on the CBM00C and CBM00A must match.
- CBM00N or Student Number Change Report includes any student who has had a recorded change of identification number, date of birth, or gender in the institutions student information system. This report is run as needed.
- CBM00S or Student Schedule Report is a seat level report that reflects individual courses and grades, by student, as of the final day for each semester, and includes only Coordinating Board-approved courses for credit. The CBM00S includes all students present in class in a coordinating board-approved course after the census date for the term, including students that withdrew from class after the census date. This report includes total contact hours Reported on the CBM00S must match hours reported on CBM0E1. All Students reported in the CBM00S must be reported in the CBM002.
- CBM0E1 or Student End of Semester Report is a student level report that reflects students enrolled at the reporting institution as of the final day of each semester and contains student demographic information in addition to contact and schedule credit hour summations. The CBM0E1 includes all students present in class in a coordinating board-approved course after the census date for the term, including students that withdrew from class after the census date. Total contact hours reported on the CBM0E1 must match hours reported on CBM00S.

III. Process (See the *Reporting and Procedures Manual for Texas Community, Technical, and State Colleges*, www.thecb.state.tx.us/, for additional information about the CBM reporting process.)

A. Creation of the CBM Reports

1. The CBM reports are created by the Data Systems Manager assigned to the Office of Institutional Research using an automated process (application).
2. The application that creates the reports initially performs integrity checks on the data in the College records system to locate data entry errors detected by the THECB edit process. Error reports produced by the integrity checks are sent via e-mail to the appropriate EPCC offices for correction. If errors are detected that will significantly impact the Edit Report produced by THECB, the application is terminated awaiting correction of the errors.
3. If the integrity check detects minor errors or no errors, an application is completed resulting in the generation of a CBM report with a header record, data records and a trailer record. The header record contains the EPCC’s FICE Code, the CBM Data Identifier, the reporting term and year, and the name and e-mail address of the person submitting the file. The trailer record contains a count of the number of data records in the report.

B. Submission and Verification of the CBM Reports

1. The following CBM reports are submitted each academic year:
 - a. Three CBM001, CBM002, CBM004, CBM00S, and CBM0E1 reports, one for each regular term: fall, spring and summer.

- b. Two CBM008 reports for the fall and spring terms.
 - c. Four CBM00A and CBM00C reports, one for each of the four Continuing Education quarters; fall, winter, spring and summer.
 - d. One CBM009 report annually.
 - e. CBM00N as needed.
2. A report is submitted to THECB for the first time as soon as data errors have been reduced to a manageable level.
- a. The first submissions of the CBM001 and CMB004 occur approximately on the census date of the regular term for the fall and spring reporting periods. A CBM001 and CBM004 are also submitted on the census date of the summer 10-week session.
 - b. The CBM002, CBM00A, CBM00C, CBM008, CBM00S, and CBM0E1 are first submitted after grades are posted to the College records system at the end of each reporting period.
 - c. The CBM009 is first submitted in September after awards are entered into the College records system for the previous summer graduation.
 - d. CBM reports are submitted to THECB via the Internet using the Electronic Data Transfer System and the SFTP server process. (Refer to *Using SFTP to Transfer CBM Reports* at www.thecb.state.tx.us/, for additional information about report submission.) The SFTP server is secured through a unique combination of USERID and PASSWORD. Each report automatically goes into the “INPUT” directory on the SFTP server. The CBM001 and CBM004 are usually transmitted as a group, and the CBM00A and CBM00C are also transmitted together so that the reports can be compared by THECB.
 - e. The Educational Data Center (EDC) performs an edit process on each report, and Edit and Summary Report files are placed in the “OUTPUT” directory on the SFTP server. The edit process verifies that the total contact hours on the CBM001 and CBM004 match, and that the total contact hours on the CBM00A and CBM00C match. The process also verifies that all instructors reported on the CBM004 are on the CBM008
 - f. The Data Systems Manager retrieves the Edit and Summary reports from the “OUTPUT” directory and checks for errors and missing data. The appropriate office(s) is notified of needed data corrections.
 - g. The report creation, submission and edit processes are repeated until data are complete and error-free. EDC overwrites the previous version of a report each time it is submitted.
 - h. Additional steps are required to fill the Special Populations fields on the CBM001 and CBM00A. The results of the *Student Information Survey* (attached to this procedure) along with data from the College records system determine the Special Population information for each student enrolled during the reporting period. The Special Population information for each student is posted to the College records system. The application that creates the CBM001 or the CBM00A is executed to fill the Special Populations fields and produce a report.
 - i. A correct and complete report is submitted to THECB.

C. Review Report

1. When EDC’s edit process results in error-free Edit and Summary Report files, a Review Report is created by EDC and placed in the “OUTPUT” directory on the SFTP server.

2. For the CBM001, CBM002, CBM008, CBM009, CBM00A, CBM00S, and CBM0E1, the Review Report compares the Summary Report for the current CBM report with the Summary Report for the certified report from the previous academic year. For the CBM004, the contact hours from the current report are compared to the contact hours from the previous academic year's certified report, by college major (by CIP Code). For the CBM00C, the census date course enrollments are compared to the end-of-term course enrollments on the same report.
3. The Review Report flags data items for review that are "potentially erroneous" based on the above comparisons using a set of *Review Criteria* established by THECB (attached to this procedure.).
4. The Office of Institutional Research examines items flagged for review and identifies questionable data that must be reviewed by other College offices. A report is prepared and distributed to an office containing data items for review that must be addressed by that office. A form is attached to the report on which the office indicates that a questionable data item is either "correct" or "incorrect".
5. Completed forms are returned to the Office of Institutional Research. If a data item is incorrect, Institutional Research notifies the appropriate office(s) to make corrections to data in the College records system.
6. After corrections are made, the application that creates the CBM report is executed creating a new report that is submitted to EDC.

D. Certification of CBM Reports

1. When a CBM report is complete, error-free, verified, and has been submitted to EDC for the final time, the Office of Institutional Research prepares a *Certification Statement* (attached to this procedure) and e-mails the statement to the Reporting Official.
2. The Reporting Official, the Director of Admissions and Registrar, e-mails the *Certification Statement* to EDC. The *Certification Statement* must be received by EDC on or before the due dates in the *Reporting Periods* document (attached to this procedure).
3. The Offices of Institutional Research maintains institutional file copies of each *Certification Statement* and finalized CBM report.

E. Decertification and Recertification of CBM Reports

1. The President of El Paso Community College requests changes to a certified CBM report in writing to EDC if reporting errors are detected that will have significant impact on future funding or THECB statistical reports including the *Annual Data Profile* and the *Texas State Performance Measures Report*.
2. Requests for changes made before THECB publication of the data in the report may be approved by EDC. Requests made after publication must be approved by the Texas Commissioner of Higher Education.
3. If a request for changes to a CBM report is approved, the report is decertified by THECB.
4. The Data Systems Manager assigned to the Office of Institutional Research submits a corrected CBM report after verifying that data are complete and error-free.
5. The Office of Institutional Research prepares a new *Certification Statement* and e-mails it to the Reporting Official.
6. The Reporting Official e-mails the *Certification Statement* to THECB.
7. The Offices of Institutional Research maintains institutional file copies of the new *Certification Statement* and corrected CBM report.

TERMINOLOGY

Annual Data Profile – Reports derived by THECB from the CBM reports and available on the THECB web site allowing comparisons among Texas Public Higher Educational Institutions regarding enrollment, student demographics and Texas Success Initiative compliance.

Base Year – For credit courses, a Base Year includes the summer and fall terms of an even year and the spring term of the following odd year. For Continuing Education courses, a Base Year includes the spring, summer and fall quarters of an even year and the winter quarter which begins in that same even year but ends in the following odd year. The contact hours taught during a base year determine State appropriations to EPPC for the following two years.

CBM Data Identifier – The letters “CBM” followed by two zeros and a unique number or letter identifying a specific CBM report (e.g.: CBM001, CBM00A).

Lower-Division Academic Course Guide Manual (ACGM) – Manual containing a list of lower-division credit academic courses approved by the State of Texas. Courses with the same ACGM prefix and course number are considered to be equivalent at all Texas public institutions of higher education.

Official Census date for credit courses or Census Date of the Regular Term – The 12th class day of the fall and spring 16-week terms and the 7th class day of the 10-week summer term for credit courses.

Certification Statement - A form sent to the Educational Data Center upon completion of a CBM Report, by EPCC’s Certifying Official, certifying completion of a CBM report.

Certifying Official – The EPCC employee that e-mails a Certification Statement to EDC. THECB must be officially notified if the Certifying Official is changed.

CEU’s or Continuing Education Units – A type of credit awarded in some Continuing Education courses that can be used to document skills acquisition in specific subject areas. A course awarding CEU’s must comply with *The Continuing Education Unit: Guidelines* of SACSCOC.

Classification of Instruction Programs (CIP) Code – A US Department of Education coding system that groups college majors in a systematic way so that comparisons can be made among majors with similar learning objective. Two majors with very similar learning objective would receive the same CIP code.

Decertifying and Recertifying – A process by which a CBM report can be recertified if a significant error is detected after report certification. Decertification and Recertification should only be requested if reporting errors could significantly impact funding or statistical reports produced by THECB such as *The Annual Data Profile* and *The Texas State Performance Measures Report*.

Educational Data Center (EDC) - Office of THECB responsible for overseeing the CBM reporting process and receiving the Certification Statements.

Electronic Data Transfer System – The process by which CBM reports are electronically submitted to the EDC.

FICE Code – A unique code issued by the federal government identifying an individual educational institution. EPCC’s FICE Code is 010387.

Flexible Entry Classes – Classes with census dates after the official census date of the regular term. Enrollments in flexible entry classes are included as separate records in CBM reports submitted for the reporting period following the term in which the enrollment occurred.

General Academic Courses – Courses identified by THECB in as providing general academic knowledge, not as providing training in a vocational area. (See the *Lower-Division Academic Course Guide Manual* for additional information.)

Local-Need Courses – Vocational courses approved by the State of Texas not in the Workforce Education Course Manual and without established equivalent courses at other Texas public institutions of higher education.

Official Census Date for Continuing Education Courses – The third class meeting for classes which have three or more scheduled class meetings and the last class meeting for classes which have less than three scheduled class meetings.

Progress Measure – The two progress measures recognized by the State are Core Curriculum Completion and Field of Study Completion. The Core Curriculum is a forty-two to forty-five credit-hour block of general education courses required for completion of the Associate of Arts or Associate of Science degrees in most subject areas. A Field of Study is a specific group of courses in a subject area that must be completed to obtain an associate degree in that subject area. The set of courses in the Core Curriculum or in an approved Field of Study, completed with a grade of “C” or better, are guaranteed to transfer to any Texas public institution of high education. (See the *Lower-Division Academic Course Guide Manual* for additional information.)

Reporting and Procedures Manual for Texas Community, Technical, and State College – Manual on the THECB website describing the CBM reports and the process for submitting and certifying these reports.

SFTP server process – A secure FTP server process mandated by state and federal security requirements for transfer of confidential data to THECB.

Special Populations - Six fields on the CBM001 and CBM00A; Academically Disadvantaged, Economically Disadvantaged, Individual with Disabilities, Limited English Proficiency (LEP), Displaced Homemaker and Single Parent. These fields contain either a numeric code for “YES” or blank for “NO”.

Southern Association of Colleges and Schools Commission on Schools (SACSCOC) – The regional accrediting body in the eleven southern states, including Texas, for institutions of higher education that award associate, baccalaureate, master’s or doctoral degrees.

Texas Higher Education Coordinating Board (THECB) – Agency of the Texas State Government that oversees Texas Public Higher Education Institutions.

Texas State Performance Measures Report – A report submitted annually to the Texas State Legislative Budget Board (LBB) that documents EPCC performance on ten performance measures. Values for seven of the ten measures come directly from the CBM reports.

Texas Success Initiative (TSI) – Texas State Legislation specifying skill levels in the subject areas of writing, reading and mathematics required for enrolling at a Texas Public Institution of Higher Education in a college-level course requiring skills in one of these areas. The TSI status of a student may be “exempt from TSI requirements”, “TSI satisfied” in writing, reading and/or mathematics or “TSI not satisfied” in writing, reading and/or mathematics.

Using SFTP to Transfer CBM Reports – A manual on the THECB website detailing the FTP process for submitting CBM reports to EDC.

Workforce Education Course Manual (WECM) – Manual containing a list of credit and continuing education vocational courses approved by the State of Texas. Courses with the same WECM prefix and course number are considered to be equivalent at all Texas public institutions of higher education.

CERTIFICATION STATEMENT

INSTITUTION: **El Paso Community College (010387)**

DATE: _____

I hereby certify that the following report(s) is (are) correct and the data are usable in all output reports. Any items marked for review have been examined and determined to be correct.

<u>Report Number</u>	<u>Semester and Year</u>
CBM-XXX	_____

Mandatory Explanations:

All items marked for REVIEW were reviewed. If not specifically mentioned below, the difference was determined to be insignificant.

CBM-XXX-

- Explanation for the items marked for REVIEW that met REVIEW CRITERIA (refer to criteria on page 8-9).

Reporting Official

REVIEW CRITERIA *

CBM001 - The standard Summary Report is compared to the previous year. If the percentage difference between the current year and prior year item:

- 1) is less than 50, a Review message is not printed.
- 2) is between 50 and 10,000, a percentage change greater than 25% is flagged for review.
- 3) is between 10,000+ and 100,000, a percentage change greater than 20% is flagged for review.
- 4) is greater than 100,000, a percentage change greater than 10% is flagged for review.

CBM002 - The standard Summary Report is compared to the previous year. If the absolute value of the difference between the current year and prior year item:

- 1) is less than 50, a Review message is not printed.
- 2) is between 50 and 10,000, a percentage change greater than 25% is flagged for review.
- 3) is between 10,000+ and 100,000, a percentage change greater than 20% is flagged for review.
- 4) is greater than 100,000, a percentage change greater than 10% is flagged for review.

CBM004 - The Report is compared to the previous year. If the absolute value of the difference between the current year and prior year item:

- 1) is less than 250, a Review message is not printed.
- 2) is between 250 and 10,000, a percentage change greater than 35% is flagged for review.
- 3) is between 10,000+ and 100,000, a percentage change greater than 30% is flagged for review.
- 4) is greater than 100,000, a percentage change greater than 20% is flagged for review.

CBM008 - The standard Summary Report is compared to the previous year. If the absolute value of the difference between the current year and prior year item:

- 1) is less than 50, a Review message is not printed.
- 2) is between 50 and 10,000, a percentage change greater than 25% is flagged for review.
- 3) is between 10,000+ and 100,000, a percentage change greater than 20% is flagged for review.
- 4) is greater than 100,000, a percentage change greater than 10% is flagged for review.

CBM009 - The standard Summary Report is compared to the previous year. If the absolute value of the difference between the current year and prior year item:

- 1) is less than 50, a Review message is not printed.
- 2) is between 50 and 10,000, a percentage change greater than 25% is flagged for review.
- 3) is between 10,000+ and 100,000, a percentage change greater than 20% is flagged for review.
- 4) is greater than 100,000, a percentage change greater than 10% is flagged for review.

CBM00A - The standard Summary Report is compared to the previous year. If the absolute value of the difference between the current year and prior year item:

- 1) is less than 50, a Review message is not printed.
- 2) is between 50 and 10,000, a percentage change greater than 25% is flagged for review.
- 3) is between 10,000+ and 100,000, a percentage change greater than 20% is flagged for review.
- 4) is greater than 100,000, a percentage change greater than 10% is flagged for review.

CBM00C - The Report compares the Census Day and the End of Quarter enrollments. If the difference < 0 or absolute value of the difference between the Census Day and End of Quarter item:

- 1) is less than 100, a Review is not printed unless it is negative.
- 2) is between 100 and 10,000, a percentage change greater than 35% is flagged for review.
- 3) is between 10,000+ and 100,000, a percentage change greater than 30% is flagged for review.
- 4) is greater than 100,000, a percentage change greater than 20% is flagged for review.

CMB00S - The standard Summary Report is compared to the previous year. If the percentage difference between the current year and prior year item:

- 1) is less than 50, a Review message is not printed.
- 2) is between 50 and 10,000, a percentage change greater than 25% is flagged for review.
- 3) is between 10,000+ and 100,000, a percentage change greater than 20% is flagged for review.
- 4) is greater than 100,000, a percentage change greater than 10% is flagged for review.

CBM0E1 - The standard Summary Report is compared to the previous year. If the percentage difference between the current year and prior year item:

- 1) is less than 50, a Review message is not printed.
- 2) is between 50 and 10,000, a percentage change greater than 25% is flagged for review.
- 3) is between 10,000+ and 100,000, a percentage change greater than 20% is flagged for review.
- 4) is greater than 100,000, a percentage change greater than 10% is flagged for review.

CBM00N – Changes are submitted as needed.

*Adapted from the review criteria descriptions in the Review Report for each CBM report.

REPORTING PERIODS*

The reports are due at the Educational Data Center by the following dates:

<u>FALL REPORTS</u>		<u>Initial Submission Due Date</u>	<u>Certification Date</u>
Student Report	CBM001	October 15	November 15
Class Report	CBM004	October 15	November 15
Graduation Report	CBM009	October 15 (Oct. 1 for NSRP)	November 15
Occupational Skills Achievement	CBM00M	October 15	November 15
Building and Room Use Report	CBM005	October 15	November 15
Continuing Ed Student Report	CBM00A	December 15	January 20
Continuing Ed Class Report	CBM00C	December 15	January 20
Texas Success Initiative Report	CBM002	February 1	March 1
Faculty Report	CBM008	February 1	March 1
Student Schedule Report	CBM00S	February 1	March 1
Student End of Semester Report	CBM0E1	February 1	March 1

<u>SPRING REPORTS</u>		<u>Initial Submission Due Date</u>	<u>Certification Date</u>
Student Report	CBM001	February 15 in Odd Year March 15	March 15 April 15
Class Report	CBM004	February 15 in Odd Year March 15	March 15 April 15
Continuing Ed Student Report	CBM00A	February 15 in Odd Year March 15	March 15 April 15
Continuing Ed Class Report	CBM00C	February 15 in Odd Year March 15	March 15 April 15
Texas Success Initiative Report	CBM002	June 15	July 15
Faculty Report	CBM008	June 15	July 15
Student Schedule Report	CBM00S	June 15	July 15
Student End of Semester Report	CBM0E1	June 15	July 15

<u>SUMMER I SEMESTER REPORTS</u>		<u>Initial Submission Due Date</u>	<u>Certification Date</u>
Continuing Ed Student Report	CBM00A	June 15	July 15
Continuing Ed Class Report	CBM00C	June 15	July 15
Student Report	CBM001	July 1	August 1
Class Report	CBM004	July 1	August 1
Student Schedule Report	CBM00S	October 1	November 1
Student End of Semester Report	CBM0E1	October 1	November 1
Texas Success Initiative Report	CBM002	October 1	November 1

SUMMER II SEMESTER REPORTS

		<u>Initial Submission Due Date</u>	<u>Certification Date</u>
Student Report	CBM001	August 15*	September 15
Class Report	CBM004	August 15*	September 15
Continuing Ed Student Report	CBM00A	September 15	October 15
Continuing Ed Class Report	CBM00C	September 15	October 15
Student Schedule Report	CBM00S	October 1**	November 1
Student End of Semester Report	CBM0E1	October 1**	November 1
Texas Success Initiative Report	CBM002	October 1**	November 1

ANY TIME REPORTS

		<u>Due Date</u>
Student Number Change Report	CBM00N	Any Time
Facilities Room Inventory Report	CBM011	January – October certified by Nov. 1
Facilities Building Inventory Report	CBM014	January – October certified by Nov. 1

*** If combining first and second summer semesters, the due date is August 15 certified by September 15.**

**** If combining first and second summer semester, the due date is October 1 certified by November 1.**

*Based on the Schedule in the *Reporting and Procedures Manual for Texas Community, Technical, and State Colleges*



Student Information Survey

This survey is very important in qualifying EPCC to receive federal and state funds that are used to update classrooms, labs, equipment, and to provide support services for you. Please take the time to complete this survey.

INSTRUCTIONS:
Use black ink, blue ink or a # 2 pencil.
If using a pencil, please press down firmly.

Please Neatly Print your Student ID or Social Security Number

--	--	--	--	--	--	--	--	--	--

1. What is the highest level of education obtained by your:

- | | Father | Mother |
|--|-----------------------|-----------------------|
| Did NOT graduate from high school | <input type="radio"/> | <input type="radio"/> |
| Earned a GED | <input type="radio"/> | <input type="radio"/> |
| High school graduate | <input type="radio"/> | <input type="radio"/> |
| Earned some college credit | <input type="radio"/> | <input type="radio"/> |
| Earned an Associate's Degree | <input type="radio"/> | <input type="radio"/> |
| Earned a Bachelor's Degree | <input type="radio"/> | <input type="radio"/> |
| Do not know | <input type="radio"/> | <input type="radio"/> |



*Please fill-in **ONLY ONE** RESPONSE for each parent.*

2. What is your current employment status?

- Active Duty Military
- Employed FULL-Time
- Employed PART-Time
- Unemployed - Seeking Work
- Unemployed - Not Seeking Work

3. What is your current marital status?

- Single
- Married
- Divorced
- Widowed

4. Do you have difficulty speaking, reading, writing or understanding English?

Yes No

5. Do you have any type of disability?

6. Does your family receive state or local benefits such as Aid to Families with Dependent Children, Lone Star program, Child care or Workforce services?

7. What is your family status: (MARK ALL THAT APPLY)

- I am a single parent with custody of a minor child, or single and expecting a child.
- I am a homemaker primarily working at home.
- I am divorced, separated or widowed, having lost the income of a spouse.
- None of the above.

8. How many people live in your residence?

- 1 2 3 4 5 6 7 8 or More

9. Is your total household income LESS than:

- \$10,830 \$14,570 \$18,310 \$22,050 \$25,790
 \$29,530 \$33,270 \$37,010 No

Thank You!

