

# DACESIS TOPS CASAS Update Form STEP BY STEP GUIDE

TOPS EUUS-019

Tracking Of Programs and Students

**Program Update Record**

Agency # \_\_\_\_\_ Site # \_\_\_\_\_

Student Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Instructor Name \_\_\_\_\_ Student Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_


STUDENT IDENTIFICATION	④ DATE OF PROGRAM UPDATE	⑤ INSTRUCTIONAL PROGRAM (Mark one)	⑥ PROGRAM STATUS (Mark one)	⑧ SERVICES RECEIVED (Mark all that apply or leave blank)
MM/DD/YYYY	MM D 20 Y	<input type="radio"/> Basic Skills (ABE) <input type="radio"/> ESL / ELL <input type="radio"/> Citizenship <input type="radio"/> High School Diploma <input type="radio"/> High School Equivalency (HSE) <input type="radio"/> Career and Technical Education (CTE) <input type="radio"/> Workforce <input type="radio"/> Readiness <input type="radio"/> Adults w / Disabilities <input type="radio"/> Pre-Apprenticeship <input type="radio"/> Adults supporting K-12 student success	<input type="radio"/> Retained in program <input type="radio"/> Left program <input type="radio"/> No show  <input type="radio"/> <b>PROGRESS (Mark highest)</b> <input type="radio"/> Progressed within level or program <input type="radio"/> Completed level or program <input type="radio"/> Advanced to a higher level or program	<input type="radio"/> Supportive <input type="radio"/> Training <input type="radio"/> Transition Career <input type="radio"/> Basic <input type="radio"/> Individualized <input type="radio"/> Information only <input type="radio"/> Follow up <input type="radio"/> Self-service <input type="radio"/> Rehabilitation <input type="radio"/> Voc. Rehabilitation <input type="radio"/> Voc. Rehabilitation and employment

LEARNER RESULTS AND WQA MILESTONES (Mark all that apply)			
WORK	EDUCATION	FAMILY / COMMUNITY	
<input type="checkbox"/> Got a job <input type="checkbox"/> Increased wages <input type="checkbox"/> Retained job <input type="checkbox"/> Got a better job <input type="checkbox"/> Met work-based project goal <input type="checkbox"/> Entered job training <input type="checkbox"/> Entered training program <input type="checkbox"/> Training milestone <input type="checkbox"/> Entered apprenticeship <input type="checkbox"/> Entered military <input type="checkbox"/> Acquired workforce readiness skills <input type="checkbox"/> Reduced public assistance <input type="checkbox"/> Other work outcome	<input type="checkbox"/> Passed GED <input type="checkbox"/> Passed HISET <input type="checkbox"/> Passed TASC <input type="checkbox"/> Earned High School diploma <input type="checkbox"/> Returned to K-12 <input type="checkbox"/> Gained computer/tech skills <input type="checkbox"/> Completed course <input type="checkbox"/> Mastered course competencies <input type="checkbox"/> Earned certificate <input type="checkbox"/> Educational achievement <input type="checkbox"/> Skills progression <input type="checkbox"/> Transcript or report card <input type="checkbox"/> Secondary <input type="checkbox"/> Postsecondary	<input type="checkbox"/> Enrolled in secondary program <input type="checkbox"/> Entered college <input type="checkbox"/> Transitioned to credit (transfer) <input type="checkbox"/> Transitioned to credit (non-transfer) <input type="checkbox"/> Attained credential <input type="checkbox"/> Attained A.A. or A.S. degree <input type="checkbox"/> Attained B.A. or B.S. degree <input type="checkbox"/> Entered graduate studies <input type="checkbox"/> Attained post graduate degree <input type="checkbox"/> Occupational skills licensure <input type="checkbox"/> Occupational skills certificate <input type="checkbox"/> Occupational certifications <input type="checkbox"/> Other recognized diploma, degree, or certificate	<input type="checkbox"/> Increased involvement in children's education <input type="checkbox"/> Increased involvement in children's literacy activities <input type="checkbox"/> Met other family goal <input type="checkbox"/> Met personal goal <input type="checkbox"/> Obtained perm. residence <input type="checkbox"/> Attained U.S. citizenship <input type="checkbox"/> Achieved U.S. citizenship skills <input type="checkbox"/> Registered to vote or voted for first time <input type="checkbox"/> Increased involvement in community activities <input type="checkbox"/> Other family outcome <input type="checkbox"/> Other community outcome

⑩ CLASS NUMBER	⑪ HOURS OF INSTRUCTION	⑫ POST EXIT LEADING TO POSTSECONDARY CREDENTIAL	⑭ LEADING TO POSTSECONDARY CREDENTIAL OR ENROLLMENT	⑮ REASON FOR EXITING (Mark one or leave blank)
MM/DD/YYYY	MM/DD/YYYY	<input type="radio"/> Enrolled in education program <input type="radio"/> Enrolled in training program  <input type="checkbox"/> INSTR. LEVEL (Mark one or leave blank) <input type="radio"/> ASE Low <input type="radio"/> ASE High	<input type="radio"/> Enrolled in education program <input type="radio"/> Enrolled in training program	<input type="radio"/> Changed class or program <input type="radio"/> Completed Program <input type="radio"/> Met goal <input type="radio"/> End of program year <input type="radio"/> Got a job <input type="radio"/> Moved <input type="radio"/> Schedule conflict <input type="radio"/> Lack of transportation <input type="radio"/> Released

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★ = required for TOPSpro



STEP 1

Open **Google Chrome**




STEP 2

Enter [dacesis.lausd.net](https://dacesis.lausd.net) in the Address Bar

A screenshot of a web browser window. The address bar shows "dacesis.lausd.net" with a red box around it. The page content includes the Los Angeles Unified School District logo, a sign-in prompt, and a login form with fields for email and password, and a "Sign in" button. Below the form, there is a note about entering the full LAUSD email address and password to log in, with examples like "msmith@lausd.net" and "mary.smith@lausd.net".

→ ↻  Paused



Sign in with your organizational account

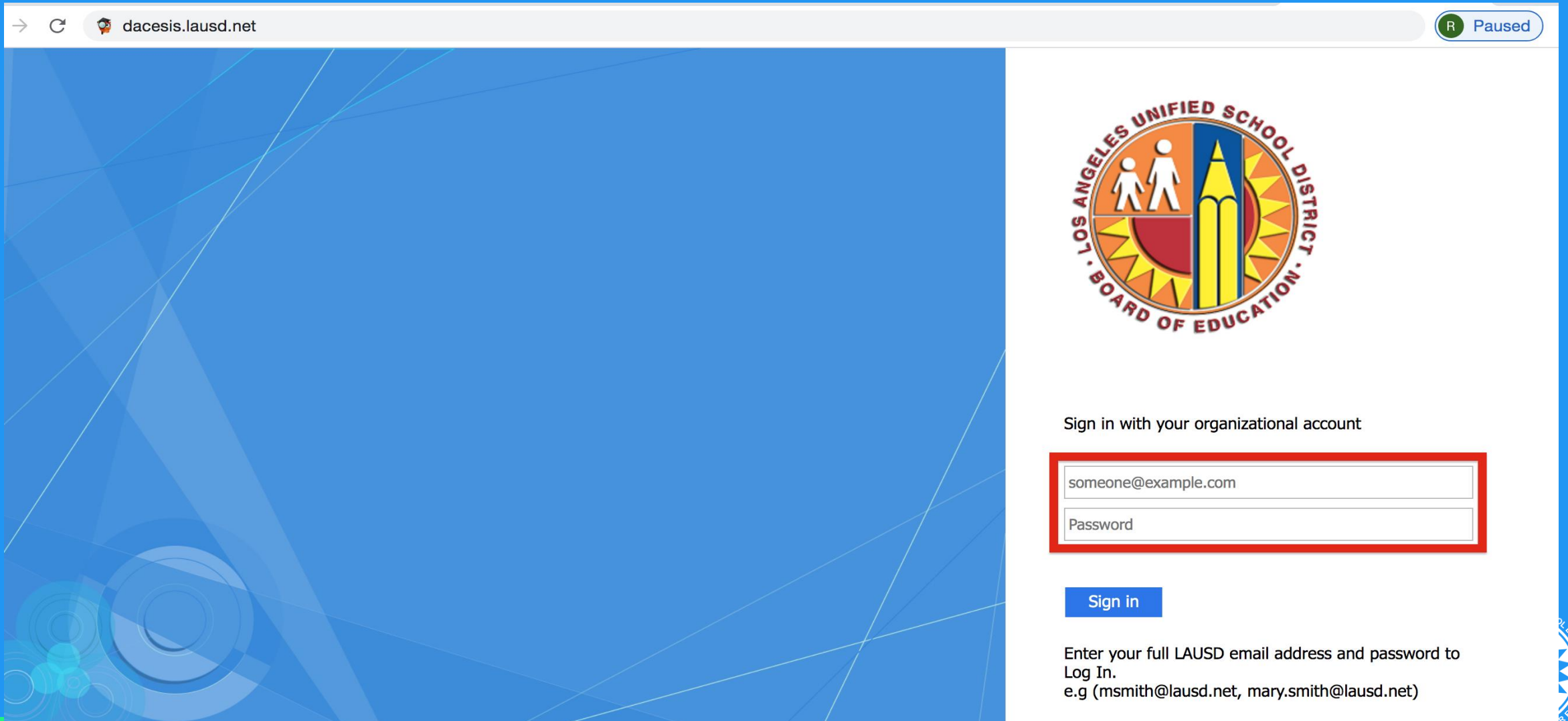
**Sign in**

Enter your full LAUSD email address and password to Log In.  
e.g (msmith@lausd.net, mary.smith@lausd.net)




# STEP 3

## Log In to Your Student Portal with Your LAUSD Email & Password



→ ↻ dacesis.lausd.net R Paused



Sign in with your organizational account

someone@example.com

Password

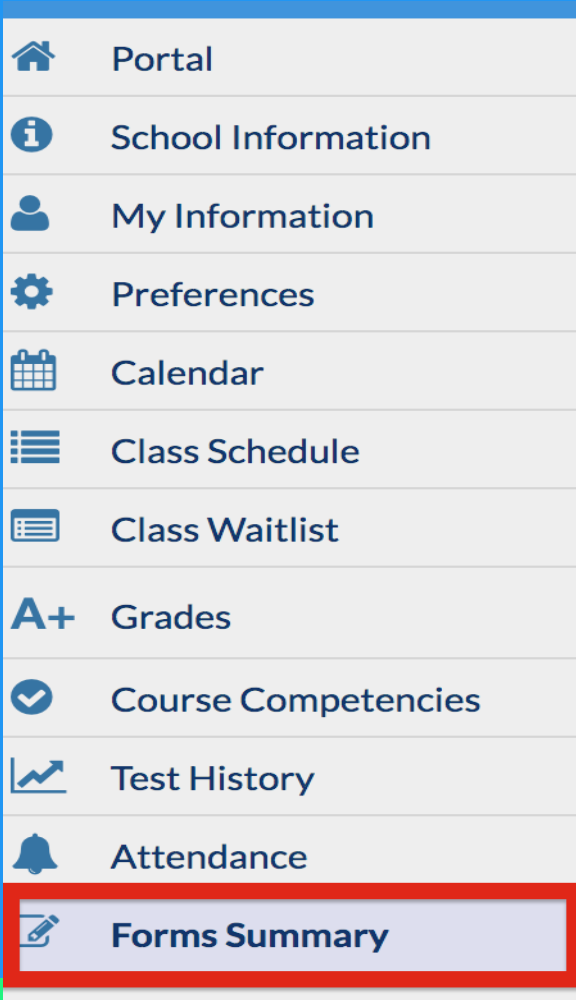
Sign in

Enter your full LAUSD email address and password to Log In.  
e.g (msmith@lausd.net, mary.smith@lausd.net)

# STEP 4

## Click On **Forms Summary** in the Navigation Bar

Find **CASAS Program Entry Record** – It will be available under **Available Forms**.



### Available Forms

The district has made the following forms available for you to complete as needed.

- CASAS Program Update Record
- Perkins Declaration of Eligibility
- Student Registration Form
- CASAS Program Entry Form



# STEP 5

# Program Update Record



## CASAS Program Update Record

Page 1 / 1

### TOPS

Tracking of Programs and Student Records

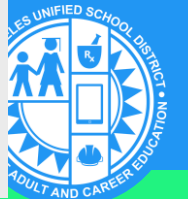
### PROGRAM UPDATE RECORD

#### LEARNER RESULTS AND WIOA MILESTONES

(Mark all that apply)

Work

- Acquired workforce readiness skills
- Entered apprenticeship
- Entered job training
- Entered military
- Entered training program
- Got a better job
- Got a job
- Increased wages



## STEP 6

# WORK for CTE

- Acquired workforce readiness skills
- Entered apprenticeship
- Entered job training
- Entered military
- Entered training program
- Got a better job
- Got a job
- Increased wages
- Met work-based project goal
- Other work outcome
- Reduced public assistance
- Retained job
- Training milestone

**Likely outcomes achieved within this course.**

**Possible outcomes achieved within this course.**



# STEP 7

## EDUCATION for CTE

- Attained A.A. or A.S. degree
- Attained B.A. or B.S. degree
- Attained credential
- Attained post graduate degree
- Completed course
- Earned certificate
- Earned High School diploma
- Educational achievement
- Enrolled in secondary program
- Entered college
- Entered graduate studies
- Gained computer/tech skills
- Mastered course competencies
- Occupational certifications
- Occupational skills certificate
- Occupational skills licensure

- Other recognized diploma, degree, or certificate
- Passed GED (2014)
- Passed HiSET
- Passed TASC
- Postsecondary transcript or report card
- Returned to K-12
- Secondary transcript or report card
- Skills progression
- Transitioned to credit (nontransfer)
- Transitioned to credit (transfer)



**Likely outcomes  
achieved within  
this course.**



**Possible outcomes  
achieved within  
this course.**

## STEP 8

# FAMILY / COMMUNITY for CTE

- Increased involvement in children's education
- Increased involvement in children's literacy activities
- Met other family goal
- Met personal goal
- Other personal/family outcome

- Achieved U.S. citizenship skills
- Attained U.S. citizenship
- Increased involvement in community activities
- Obtained permanent residence
- Other community outcome
- Registered to vote or voted for first time

**Likely outcomes achieved within this course.**

**Possible outcomes achieved within this course.**





# DICTIONARY

## ENTERED JOB TRAINING (TRANSITION OUTCOME)

when a student **enters** an IET course.

## ENTERED TRAINING PROGRAM (TRANSITION OUTCOME)

when a student **enters** a CTE course..

## TRAINING MILESTONE (LITERACY GAINS OUTCOME)

when a student **enters** an Introductory / Concentrator / Capstone CTE course in a Career Pathway.

## ACQUIRED WORKFORCE READINESS SKILLS (LITERACY GAINS OUTCOME)

when a student **acquires** basic academic, critical thinking, digital literacy, and self-management skills necessary for successful transition into post-secondary education or the workforce.

## GAINED COMPUTER/TECH SKILLS

when a student utilizes academic software to support curriculum.

# DICTIONARY

## **MASTERED COURSE COMPETENCIES (LITERACY GAINS OUTCOME)**

when a student **completes** an Introductory / Concentrator CTE course.

## **SKILLS PROGRESSION (LITERACY GAINS OUTCOME)**

when a student **achieves** literacy / technical / occupational gains.

## **OCCUPATIONAL SKILLS LICENSURE (POSTSECONDARY OUTCOME)**

when a student **receives** an occupational skills license recognized by the State or Federal Government.

## **OCCUPATIONAL SKILLS CERTIFICATE (POSTSECONDARY OUTCOME)**

when a student **receives** an occupational skills certificate recognized by the State or Federal Government such as 3<sup>rd</sup> party certifications.

## **OCCUPATIONAL CERTIFICATIONS (POSTSECONDARY OUTCOME)**

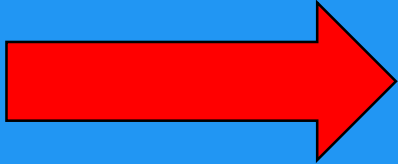
when a student **receives** an occupational CTE certification.



**STEP 8**

# Submit and Finish

Click



**Submit and Finish**

# THANK YOU!

