

Specific additions related to COVID-19

Two new menu options have been added to LACES to allow programs to track students affected by COVID-19. These are:

1. Comment Type: Unable to post-test due to COVID-19 -and- Unable to enroll in postsecondary education/training due to COVID-19 –and- unable to complete IET/IELCE program due to COVID-19.
2. Reason Left: COVID-19

The **Comment Types** of:

Unable to post-test due to COVID-19, Unable to enroll in postsecondary education/training and Unable to complete an IET/IELCE program were added to enable programs to have a way to indicate and track students who would have been post-tested, enrolled in post secondary or able to complete an IET/IELCE in normal circumstances, but due to the disruptions from absences and closures caused by the pandemic, were not able to do so in FY 20.

To apply this Comment Type, locate and open the record for the student to whom this will apply. In the Student Data tab, click the Comment panel to expand it, then click **+Add New Record**.

The screenshot shows the LACES Student Data interface. The 'Student Data' tab is selected, and the 'Comments' section is expanded. The 'Add New Comments Record' dialog box is open, showing the following fields:

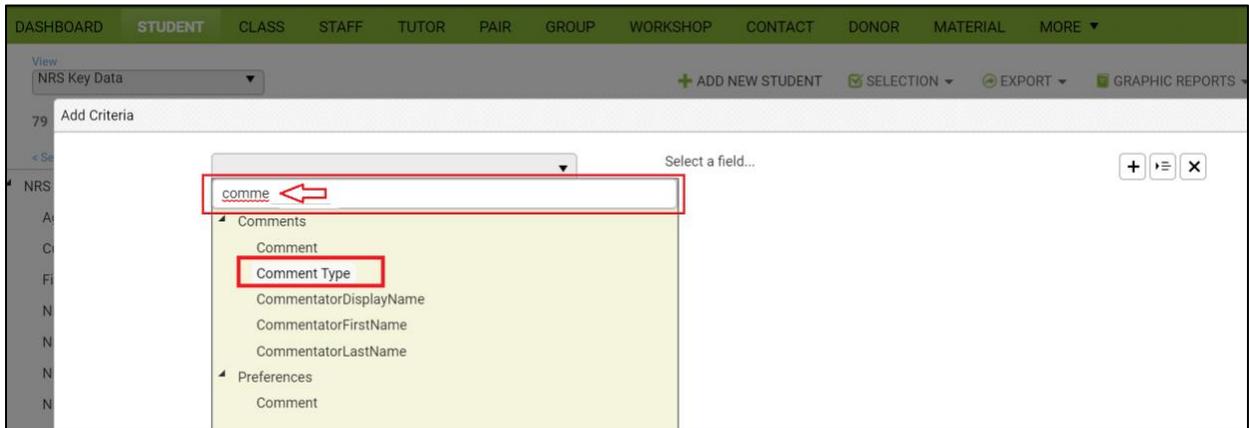
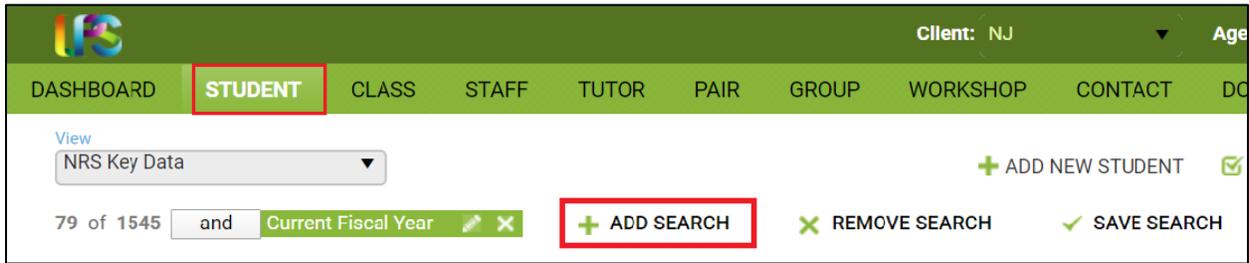
- Date: 4/15/2020
- Comment Type: Unable to post-test due to COVID-19
- Comment: (empty text area)

The 'SAVE' button is highlighted with a red box.

Enter the Date (required) and then select the option Unable to post-test due to COVID-19 from the Comment Type menu. (this would have to be done for each new comment type as applicable) You do not have to enter an actual comment, although you can elaborate if desired. Click Save.

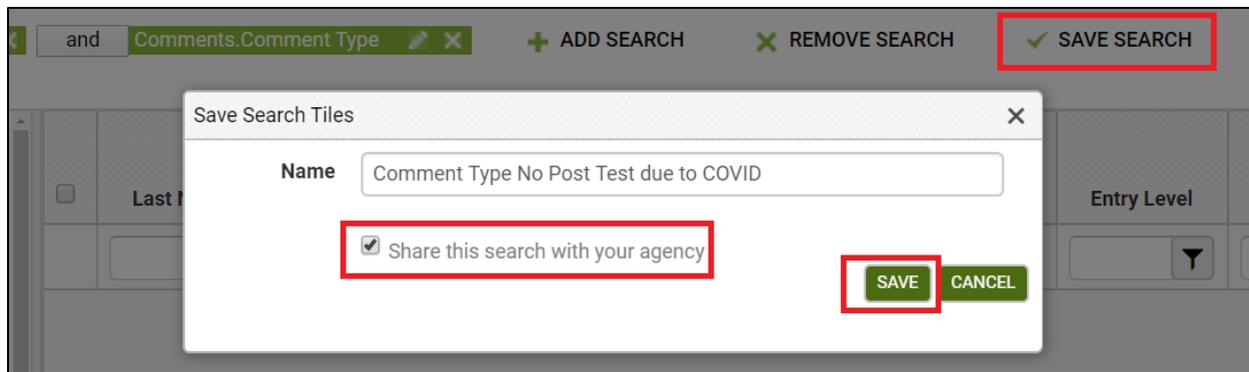
To search for students who have had this Comment Type applied, from the Student grid>Current Fiscal Year selection, select **+ Add Search**. In the resulting criteria builder window, click the drop-down arrow and in the blank white space, start typing Comment. As you type, you will see the list of options displays; select Comment Type from this list. Change the middle window from = to Contains. Type COVID or 19

into the final search window, then tab out of that window and click the green Apply button in the bottom right.



This will return all students who have had this Comment Type applied. You can also go to Reports from the Student grid and select the Comments by Date Range, Type and Like report and use the filters for that report before running it.

Please note that after creating any search using the + Add Search criteria builder, you can click the Save Search option once it is applied. This will generate a window where you can name your saved search and allow it to be shared with all staff in your program. Once saved, it will be available by going to Searches>My Searches OR Shared Searches.



The Reason Left of COVID-19 was added to enable programs to have a way to indicate and track students who exited the program due to COVID-19. This can include many instances, such as concern over exposure, inability to attend due to lock-down or quarantine procedures, inability to attend due to personal or family care, inability to attend virtual classes, etc. If the exit is in any way related to the health crisis rather than to a traditional exit, please track that using this field.

To apply this Reason Left, exit the student from their class(es), group(s), or pair(s) as you usually would. After exit, go into the student record and go to the Education tab>Educational panel. In the bottom right column, locate the field called Reason Left. Select COVID-19 from the drop-down options. You can choose to type in additional details such as “No WiFi or computer for distance learning” or “Ill from COVID” etc., into the Reason Left Detail field, but this is not a requirement. Click Save when finished.

To search for students who have had this Reason Left applied, use the same instructions as with the Comment Type, but substituting Reason Left for Comment Type. You can also create and apply a custom view with Reason Left and Reason Left Detail in the columns of the student grid.