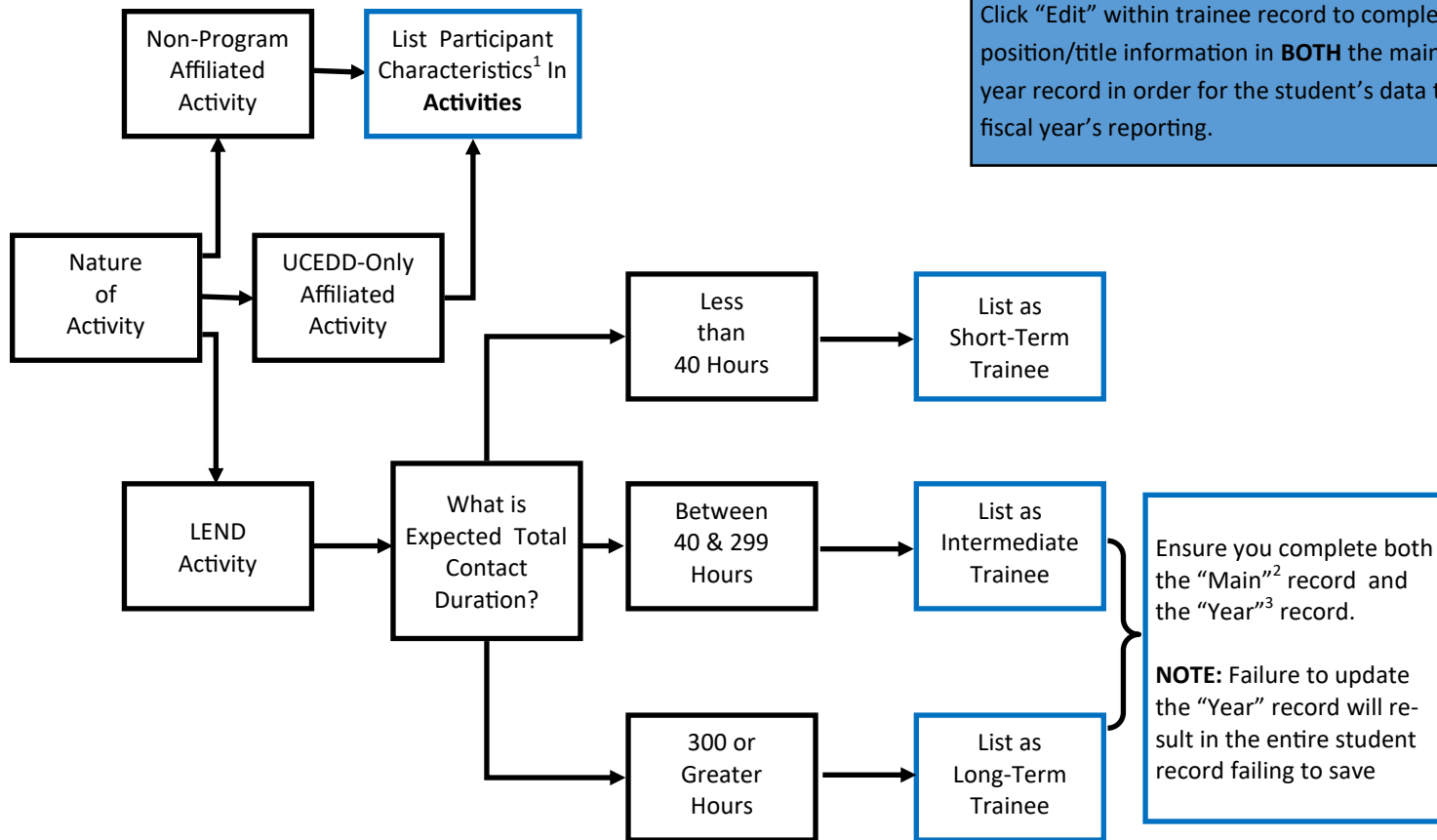


Classifying Students/Trainees in NIRS



Note:
Short-term trainees can be converted to **intermediate** or **long-term** trainees later provided users:
 Click "Edit" within trainee record to complete the credential, address, position/title information in **BOTH** the main student record **AND** the year record in order for the student's data to be included in associated fiscal year's reporting.

Ensure you complete both the "Main"² record and the "Year"³ record.
NOTE: Failure to update the "Year" record will result in the entire student record failing to save

¹Required characteristics pertain to participant types (trainees, other classroom students, professionals, para-professionals, etc.) and the number of each type
²The "Main" record contains information about the trainee that is unlikely to change (i.e., demographics, position at admission, permanent address, etc.) over the course of his/her involvement in the training program
³The "Year" record contains information about the trainee's experience that is likely to change every year, such as hours completed, funding sources and amounts, enrollment status, etc. (to completed every year the student is enrolled in the program)