



MISSOURI
Adult Education
& Literacy

IET in LACES

June 2026

Enrolling IET Students



Enroll students in IET or IET/C in LACES upon class setup (preferred)

- Click on “Class” from the top toolbar.
- Click “Add New Class” from the top right toolbar.
- Add class information (be sure the title of the class has IET in it).
- Click Save and Go
- Enroll students in class. Select IETP or IETP/C in the menu at the bottom left corner of the pop-up window where students are selected to be enrolled in the class. This method allows enrollment of all students into the IET at once.

Enrolling IET Students



Enroll students in IET or IET/C in LACES after class setup

- Open the class in the “Class” area. Go to the Enrollment tab. Click the “Update Enrollment” button.
- The pop-up window shows the names of students enrolled in the class. Select the students for IET or IET/C enrollment. To select all students, click the box at the top of the left column. Then, the student names are repeated at the bottom section of the screen.
- One by one for each student, click anywhere in the field “IETP”. From the drop-down menu, select IETP or IETP/C. After completing this step for each student, click “Save” at the bottom right of the screen.



IETP: Integrated Education and Training Program

Indicates enrollment in an IET program but the student is not likely to earn a credential within the current reporting year (generally bridge programs or pre-apprenticeships). Once a participant, these students are reported on Table 3 as participating in an IET program and in the denominator on Table 11 (table specifically for IET outcomes).

IETP/Credential (IETP/C): Integrated Education and Training Program with Credential

Indicates enrollment in an IET program with the specific intent to earn a post-secondary credential within the current reporting year. These students are reported on Table 3 as participating in an IET program and LACES automatically includes them in the denominator for the Table 5 and Table 11 “Attain a PSE Credential” outcome.



- Students enrolled in IET or IET/C, have a valid assessment, and attend 12+ hours of instruction are included on NRS Table 11 (column B, lines 1-5) because the enrollment puts them in the denominator for MSG 3, 4, and 5. Enter outcomes after attainment of all IET class requirements to trigger MSG attainment on Table 11 (column C).
- Students enrolled in an IET/C class, have a valid assessment, and attend 12+ hours of instruction will automatically show in LACES as attaining MSG 1c. Students enrolled in a non-credential IET are not eligible for MSG 1c.



MSG 1c

(Entry into a post-secondary education or training program)

For students that earn this MSG through an IET, the IET must have a credential associated with it, so it must be classified as IETP/Credential in LACES, not just IETP. Students with a valid NRS level who are enrolled in a class with an IETP/Credential classification and who accumulate 12+ hours automatically earn this MSG.



MSG 3 (transcript), MSG 4 (milestones), or MSG 5 (passing exam)

These MSG types can be earned **BOTH** by those enrolled in an IETP **or** an IETP/Credential class in LACES.

Students who complete the requirements of one of these IETs can get this MSG, but it must be entered into LACES at the Outcomes tab > IETP and Workplace Literacy MSG panel for it to be credited and for it to appear as an MSG on NRS Table 11.



MSG 3 (Transcript)

Exhibiting progress on a post-secondary transcript: Local programs can report MSG for a post-secondary education transcript or report card that shows a participant is meeting the State unit's academic standards. Report MSG for students enrolled in a DESE AEL approved IET or workplace literacy program who complete a minimum of 12 hours per semester. Report MSG for part-time students with at least 12 credit hours over two completed consecutive semesters during the program year.

*Allowable documentation: Transcript or report card that shows a participant is passing courses. The documentation must include the participant's full or part-time enrollment status. It must not show that the participant dropped out or was removed on academic or conduct grounds.



MSG 4 (Milestones)

Showing progress towards established milestones: For students enrolled in a DESE AEL-approved IET or workplace literacy program, report an MSG for participants who had a satisfactory or better progress report towards established milestones from an employer or training provider who is providing training (e.g., completion of on-the-job training), completion of one year of a registered apprenticeship program, etc.) The training provider and the student must agree upon milestones before training begins. Local programs must obtain DESE AEL approval of milestones before awarding this MSG type.

*Allowable documentation: Satisfactory or better progress report from an employer or training provider (e.g., training reports showing completed milestones, increases in pay resulting from new skills, or improved performance.) Documentation must also verify the date milestones were determined and the date achieved with signatures from the training provider and the student.



MSG 5 (Passing Exam)

Passing a technical/occupational knowledge-based exam: For students enrolled in a DESE AEL-approved IET or workplace literacy program, report an MSG for participants who successfully passed an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams. Allowable exams must be occupation specific. General workplace/career readiness exams are not permissible.

*Allowable documentation: Copy of exam results, test, or assessment, or copy of diploma or certificate.



Important: Even though a student cannot be credited with more than one MSG per PoP and might have already earned MSG 1c, if a student completes the requirements for the IET (3, 4, or 5), it still needs to be entered into LACES.

It is very important that DESE gets this data, and it must be entered into LACES before the data freeze at the end of July.



Once a student who has IET or IET/Credential enrollment completes the requirements for IET, it should be entered into LACES BEFORE DATA FREEZE AT END OF JULY.

IET Outcomes



- Upload documentation that verifies the student completed the IET (acceptable documentation is listed in PPG at [AEL Policy and Procedure Guide | Missouri Department of Elementary and Secondary Education](#)) in the student Data tab at the Documents panel.
- For each student, go to the Outcomes tab > IETP and Workplace Literacy Measurable Skill Gains panel and add a new record with date of attainment and MSG type information.
- Additionally, when it comes time for reporting follow-up outcomes, students who are in the correct reporting period and were enrolled in **AND** completed the requirements of an IETP/Credential can be reported as having attained Credential 2.



- **MSG 1c Verification:** Go to “Outcomes” tab then “PoP Summary/Measurable Outcomes” panel in the student record. There should be a “Yes” in the column for MSG type 1c for the appropriate PoP. This can also be verified if the student is included on NRS Table 4a column I.
- **MSG 3, 4, or 5 Verification:** Student is included on NRS Table 11 column C, or, this can also be verified at the “Outcomes” tab, “PoP Summary/Measurable Outcomes” panel (see above).

Points to Remember



- Students can only earn MSG 1c if enrolled in IET/C (or post-secondary education/training).
- Students can earn MSG 3, 4, or 5 either with an IET **OR** IET/C enrollment.
- Students enrolled in IET/C are in the denominator for Credential 2 (NRS Table 11, column B line 10) when the time comes for reporting follow-up outcomes. Students that complete the requirements of an IET/C can count as a follow-up outcome for Credential 2. You should include this attainment in follow-up survey data.
- Newly entered IET students will appear on NRS Table 11 in LACES after the Fiscal Year Summaries are run each night.



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