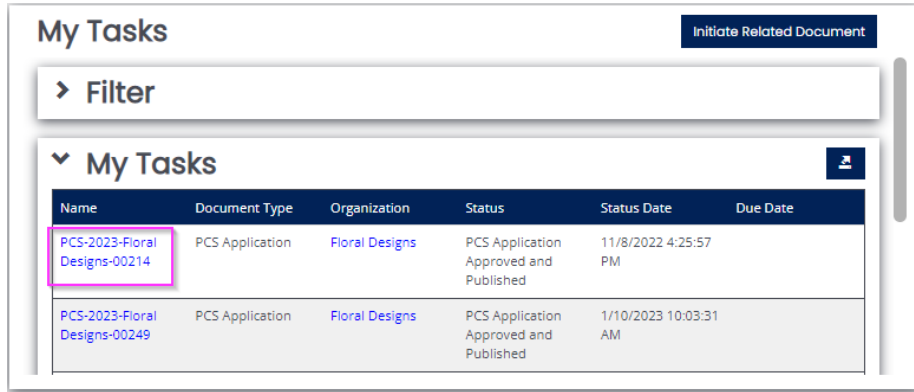# IGX Quarterly Reporting Instructions

Note: The Student Transcript is ONLY required for Private Career School applications

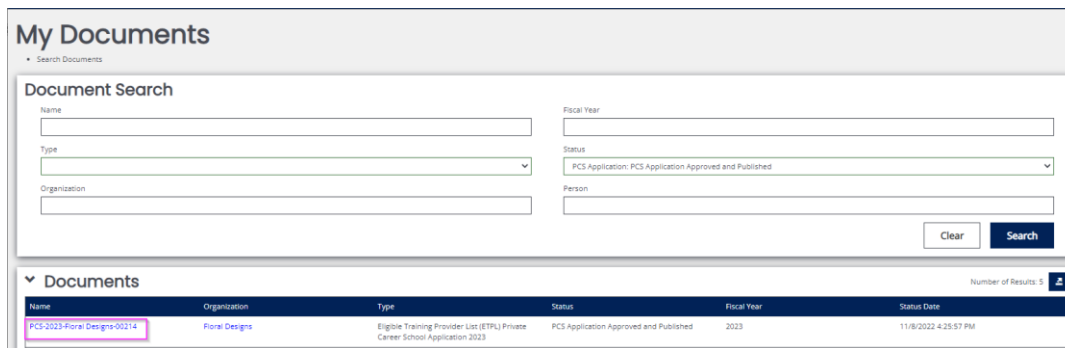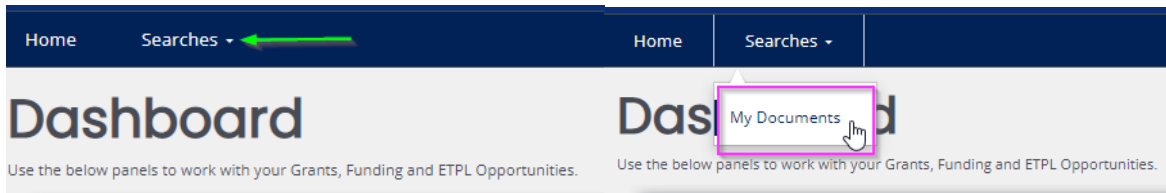**STEP 1:** Log into IGX and locate your document by clicking the document name in your ==‘My Tasks’== or by using the search feature:
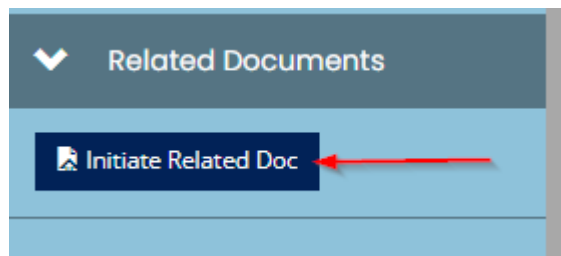
My Tasks:

Document Search:

STEP 2: Once on your document, scroll down to the bottom of the navigation menu on the lefthand side to the **Related Documents** section. Click on the ==‘Initiate Related Document’== button.

IGX Quarterly Reporting Instructions

Select **'Proceed'** to confirm you would like to initiate your Report.
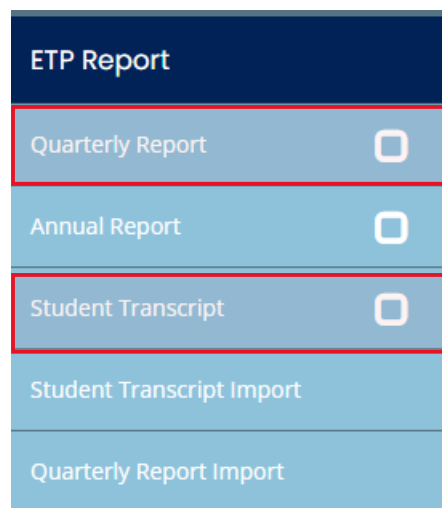
There are two options to submit student data; **please select only one option.** When you upload a Quarterly Report or Student Transcript template it overrides any previous data.

    a. Enter each student one at a time using the Quarterly Report or Student Transcript tools.

    b. Use the import tools with the Quarterly Report Student Transcript Templates.

STEP 3: TO ENTER STUDENTS INDIVIDUALLY: Select the desired report.

- Entry tool #1 Quarterly Report is for the Quarterly Report data and is required for all applications.
- Import tool #2 Student Transcript Import is only required for Private Career School application.

IGX Quarterly Reporting Instructions

Once you enter the first students' data, click **SAVE** in the upper right corner to save that data, and then click **ADD** to add a blank form for the next student.

You can enter students when they enroll, then come back and enter exit and completion dates as required. The data is saved until you submit the report.

STEP 4: TO IMPORT STUDENT DATA: Select the desired import tool.

- o Import tool #1 Student Transcript Import is for the Student Transcript data and is only required for Private Career School applications.
- o Import tool #2 Quarterly Report Import is required for all applications.
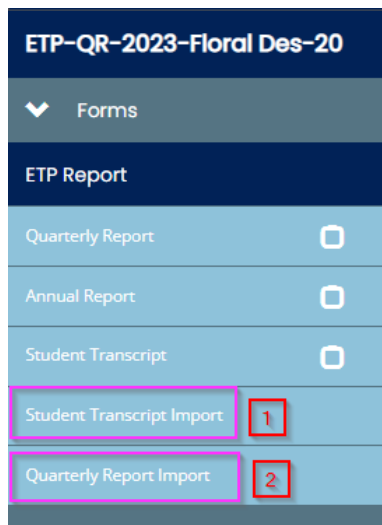
To access the template for upload, select the word **"here"**
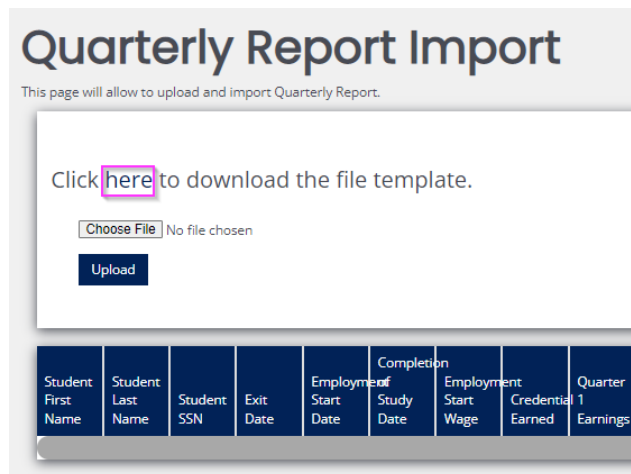
IGX Quarterly Reporting Instructions

Select **"Choose File"** to select the desired file for upload. Once attached, click the **'Upload'** button.
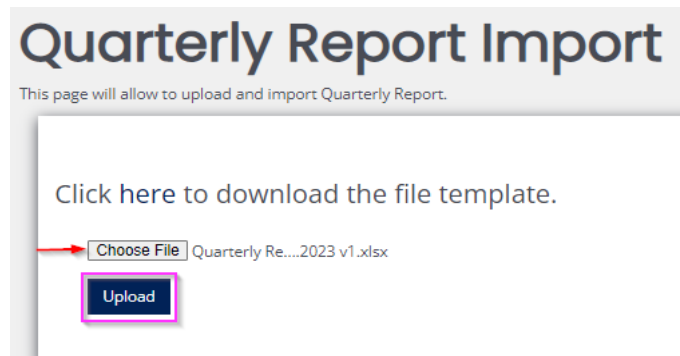
Note: Please only click the upload button once

STEP 5: Click on the Quarterly Report form or Student Transcript form under the ETP Report section. There will be one form for each student. To expand the menu and show the list of students, select the circle with the arrow in the middle.
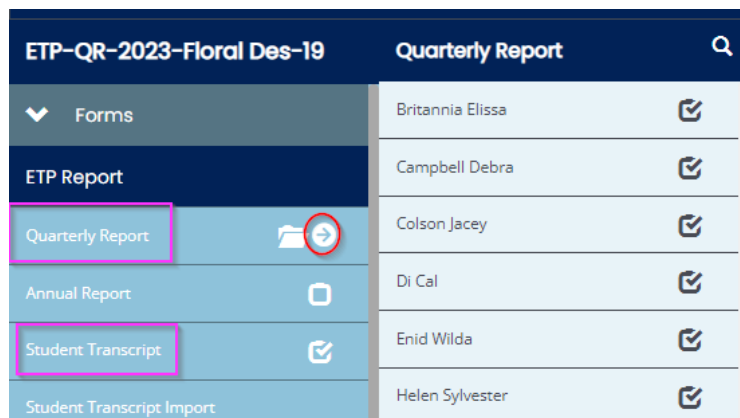
STEP 5: Once all student data has been uploaded and/or input, scroll down the lefthand navigation menu to the Status Options section. Select **'Report Submitted'** to submit your quarterly report for review. To cancel the quarterly report, select 'Report Cancelled'.

IGX Quarterly Reporting Instructions
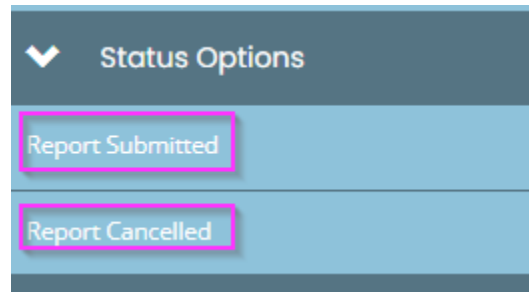
To return to your application, scroll down to the bottom of the left menu, and click **ETPL Application (or PCS Application)**
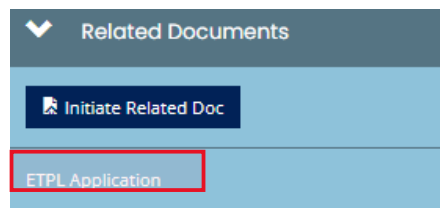
From your application, return to the **Report** the same way.

IGX Quarterly Reporting Instructions

QUARTERLY REPORT FORM

Student Information

First Name:

Last Name:

SSN:

Date of Birth:
📅 MM/DD/YYYY

Student Address:

Student Address 2:

Student City:

Student State:
New Jersey

Student County:

Student Zip:

Driver's License or State Issued Identification number:

Program Student is Enrolled

Enrollment Date:
📅 MM/DD/YYYY

Did the student complete the program this quarter?
Yes ○   No ○

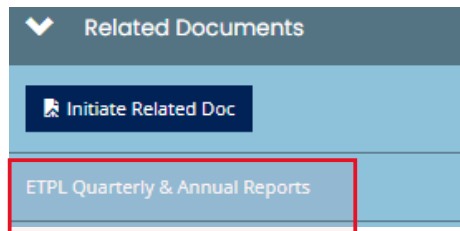Completion of Study Date:
📅 MM/DD/YYYY

Exit Date:
📅 MM/DD/YYYY

Did the student earn a Credential this quarter?

Are you a WIOA Participant?   ○ Yes   ○ No

Participant's Gender

Male ○   Female ○   Non-binary ○

Participant's Hispanic Ethnicity

Hispanic ○   Not Hispanic ○   Not Disclosed ○

Participant's Race

American Indian or Alaska Native ○   Asian ○   Black or African American ○   Hispanic or Latino ○

Native Hawaiian or Other Pacific Islander ○   White ○   More than one Race ○

WIOA Participants - Barriers to Employment

	Yes	No	
English Language Learner:	○	○	
Formerly Incarcerated:	○	○	
Unhoused:	○	○	
Disability Status:	○	○	Participant did not self-identify ○
Exhausted TANF:	○	○	Not Applicable ○
Foster Care Youth:	○	○	

Student Transcript form (ONLY FOR PCS):

Official Transcript

Organization Name:

Address Line 1:   Address Line 2:

City: State: Zip code:

Student's Name: [   ]   Student's Social Security Number: [000-00-0000]

Student's Address Line 1: [   ]   Student's Address Line 2: [   ]

City: [   ]   State: [New Jersey ▾]

Zip Code: [   ]

Student's Program Title:
[   ]

Program Title	Enrollment Date	Required Hours	Completion Date	Hours Completed	Final Grade	Grade Point Average	
[ ]	📅 MM/DD/YYYY	[ ]	📅 MM/DD/YYYY	[ ]	[ ]	[ ]	＋

Number of Transfer Hours (if applicable) [   ]   in Program/Course(s) [   ]

Transfer Hours Accepted From (Name of School and Address) [   ]

Annual Report (ONLY FOR PCS):

Annual Report

Each private career school (PCS) is required to submit an annual report to the Training Evaluation Unit for the period of July 1 through June 30 of the preceding year. N.J.A.C 12:41-3.2. The annual report shall be submitted no later than 30 calendar days after the close of the reporting period (*July 30th*).

Reporting Period: Date Completed:

📅 MM/DD/YYYY   -   📅 MM/DD/YYYY   📅 MM/DD/YYYY

*A *sample* transcript can be found on our website at https://www.nj.gov/labor/lwdhome/coei/teu.html

Name of Program:				
Tuition:	$			
Test/Licensing/Inoculation Fees:	$			
Total Cost per Student: *(including all fees, supplies, etc.)*	$			
Private Pay Students:	# Enrolled:		# Exited:	
Funded Students:	# Enrolled:		# Exited:	