

Texas Workforce Commission—Career Schools and Colleges

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
John	Doe	123-45-6789	02/18/2018	01/02/2001	P	123-456-7890	j.doe@me.org	1234 lilly knoll	Houston	TX	77024	Builders Basic	Houston	(555)555-5555	Foreman	\$27.99
Jane	Doe	012-34-5678	02/18/2018	01/02/2002	PE	(555)555-5555	jand.doe@att.net	1234 N. School	Dallas	TX	75211	Mountain View College	Dallas		Associate of Science	
Jone	Scoot	A123456789	02/18/2018	01/03/2003	O	+01 23 4567 8901	jone.scoot1@yahoo.com	10th school # 6	Nuevo Laredo	MX	88000					

LEGEND

Order	Field Name
1	Student First Name
2	Student Last Name
3	Student SSN or Alien Registration Number
4	Program Start Date
5	Program Graduation Date
6	Completer Outcome
7	Student Phone Number
8	Student Email Address
9	Student Street Address
10	Student City
11	Student State
12	Student ZIP Code or Postal Code
13	Employer Name
	OR
	Postsecondary Education Institution
	OR
Branch of Military Service	
14	Employer City
	OR
	Postsecondary Education Institution City
	OR
Military Station City	
15	Employer Phone
	OR
	Military Station/Local Office Phone
16	Job Title
	OR
	Academic Program/Major
17	Starting Wage per Hour

INSTRUCTIONS

1. Register on the portal for the annual reporting system at <https://apps.twc.state.tx.us/CSC/security/logon.do>.
(Registering is the responsibility of the school director.)
 2. Use this spreadsheet to compile data for more than one completer: *
 - Number the columns 1–17. (See the Legend for corresponding titles. Do not include the Legend or these instructions when uploading to the portal.)
 - Fill in each field as completely as possible.
 - Do not use acronyms. Spell out all information.
 3. Upload the spreadsheet to the reporting portal.
- * If you have a unique identification number that consists of more than nine digits, contact Career Schools and Colleges at (512) 936-3100.