Learner Intake Form

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Referral Source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender: Male Female

Birth Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_\_\_\_\_ SS#:\_\_\_\_\_\_\_\_\_\_\_ Status: \_\_\_\_Citizen \_\_\_\_\_Legal Alien

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State/ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| **Employment:*** Full Time (+32 hrs)
* Part-time
* Under employed
* Unemployed- seeking work
* Not in Labor Market
* Dislocated Worker
 | **Industry-Occupation:*** Education
* Managerial
* Health Care
* Technical
* Agriculture
* Homemaker
* Other:\_\_\_\_\_\_\_\_\_\_\_
 | **Marital Status:*** Single
* Married/ Partnered
* Separated
* Divorced
* Widowed
 | **Ethnicity:*** American Indian or Alaskan Native
* Asian
* Black
* Hispanic
* White
* Native Hawaiian or Pacific Islander
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| **Household Information:**Number in household: \_\_\_\_\_Number of Adults: \_\_\_\_\_Number of dependents under 18: \_\_\_Children K-6: \_\_\_\_\_\_Children Pre K: \_\_\_\_\_\_Group Home: Yes NoCustodial Parent: Yes NoNon-Custodial Parent: Yes NoAged Out of Foster Care: Yes No | **Economic Indicators:*** TANF
* DVR
* W-2
* Wisconsin Shares Child Care
* Kinship Care
* SSI
* Workforce Development
* Trial Employment Match
* Transitional Jobs
* Income at or Below Poverty Level
 | **Household Income:**$\_\_\_\_\_\_\_\_ Weekly$\_\_\_\_\_\_\_\_ Monthly$\_\_\_\_\_\_\_\_ Yearly |

What do you enjoy doing in your free time? (hobbies/ interests): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a library card? Yes No

How would you describe your computer skills: (please circle) Some Experience Basic Advanced Proficient

What kinds of things do you read now? (ABE) or Where do you use English now? (ELL) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did you ever have a favorite teacher or subject? If yes, what was it you liked? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Highest Grade Completed: \_\_\_\_\_\_\_\_\_\_\_Last School Attended:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Year Attended:\_\_\_\_\_\_\_\_

Do you have a valid driver’s License? Yes No Do you have reliable transportation? Yes No

GOALS: Goals should be learner driven. Please choose at least one goal category that can be obtained

 in 2-3 semesters in a program. The learner can have one or more goals in either category.

|  |  |
| --- | --- |
|  Educational:* Obtain GED
* Obtain secondary school diploma
* Enter postsecondary education or training
* Complete educational function level
* Achieve work-based learner goal (specific work skills)
* Pass written driver’s license exam
* Gain computer basics/ improve computer skills
* Obtain a library card/ use library services
* Use a calendar, schedule, map or newspaper
* Complete a computer program
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Financial Skills:* Create a budget
* Balance a checking account
* Write checks/ pay bills
* Improve Math Skills
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employment Skills:* Improve interviewing skills
* Complete job applications/resume
* Improve job search
* Improve employment
* Enter Employment
* Retain employment
* Leave public assistance
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |  Communication Skills:* Read with Understanding
* Read for Pleasure
* Convey ideas in Writing
* Speak so others can understand
* Listen Actively
* Advocate and influence
* Solve problems and make decisions
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Family Skills:* Read to a child
* Help a child with homework
* Improve communication with school
* Visit library with child
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Health Skills:* Read medicine labels and directions
* Make an appointment
* Read recipes and food labels
* Plan menus for special diets
* Understand emergency procedures
* Communicate with health care providers
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Societal:* Achieve citizenship skills
* Vote (first time) or register to vote
* Increase involvement in community activities
* Obtain Citizenship
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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**Preferred Meeting Times:**

 Morning Afternoon Evening **Tutor Preferences:** (Circle)

Monday \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Tuesday \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ Male Female None

Wednesday \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Thursday \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Friday \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Saturday \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Sunday \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Do you have any learning difficulties we should consider? Yes No

*If yes, please explain (optional):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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How did you hear about us? (circle as many as apply) Employer Website Word of Mouth Newspaper On-line Special Event Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_