

ABE SiD Intake Form

Intake/Enrollment Update

Client signature (indicates student has read & understands Tennessee / Privacy Notice)				Intake date		Social Security Number	
Last Name		First Name		Middle		Nickname/Other Name	
Street Address			City, State		Zip	County	ISD*
Primary Phone			Secondary Phone			Email	
Date of Birth	Gender <input type="checkbox"/> Female <input type="checkbox"/> Male	Country of Birth			Primary Language		
Hispanic /Latino <input type="checkbox"/> No <input type="checkbox"/> Yes	Race <input type="checkbox"/> Amer Indian/ Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American			<input type="checkbox"/> Native Hawaiian/ other Pacific Islander <input type="checkbox"/> Two or more races <input type="checkbox"/> White		Work Status <input type="checkbox"/> Employed <input type="checkbox"/> Employed, to be terminated/separated <input type="checkbox"/> Not in Labor Force <input type="checkbox"/> Unemployed; last work date: _____	
Public Assistance (if marked, select *Low Income) <input type="checkbox"/> None <input type="checkbox"/> SNAP <input type="checkbox"/> MFIP Expiration Date: _____		Highest Formal Education Level <input type="checkbox"/> No School <input type="checkbox"/> Grades 1-5 <input type="checkbox"/> Grades 6-8				<input type="checkbox"/> Other <input type="checkbox"/> SSI <input type="checkbox"/> Other	
			<input type="checkbox"/> No School <input type="checkbox"/> Grades 9-12, no diploma <input type="checkbox"/> Grades 6-8			<input type="checkbox"/> Some college, no diploma <input type="checkbox"/> College / professional degree <input type="checkbox"/> Unknown	
						<input type="checkbox"/> Non-U.S. <input type="checkbox"/> U.S.	
NRS Tracking - mark as many as apply (Barriers to employment) <input type="checkbox"/> Cultural barrier <input type="checkbox"/> Disabled <input type="checkbox"/> Displaced homemaker <input type="checkbox"/> Ex-offender				<input type="checkbox"/> Foster Care <input type="checkbox"/> Homeless <input type="checkbox"/> Learning disabled (select Disabled also) <input type="checkbox"/> *Low Income		<input type="checkbox"/> Migrant Worker <input type="checkbox"/> Single Parent <input type="checkbox"/> Non-NRS	
				NRS Program - mark as many as apply <input type="checkbox"/> Community Corrections <input type="checkbox"/> Corrections <input type="checkbox"/> Family Literacy <input type="checkbox"/> Non-NRS			
Emergency Contact Name						Phone	
MFIP Job Counselor Name		Agency SW Private Industry Council		Phone 507-476-4040		Email	
				Fax			
Goals – Check the SET column to indicate student goal. Check the MET column when the goal has been achieved.							Referral Source – mark one
Set	Met	Goal	Set	Met	Goal		Attended Before
		Enter/Retain/Improve Employment			Gain Computer Related Skills		Family/Friend
		Obtain a GED or Equivalent			Get Involved/Volunteer in the Community		Employer
		Enter Postsecondary Education			Other Personal Goal: _____		Brochure/Flyer/Poster
		Enter Postsecondary Training					Radio/TV/Newspaper/Website
		Improve Basic Literacy Skills					Agency: _____
		Improve English Language Skills					Other: _____
		Become a Citizen					
Test Name: CASAS LS, L&W; TABE full/survey; GED			Subject: reading, math, listening, etc.		Form	Test Date	Score
Class Name			Instructor			Entry Date	Exit Date

Tennessees Warning / Privacy Notice

This form tells you how we may use the information from your application and participation in this program. It also tells with whom we may share this information, and what will happen if you choose not to provide it.

Why do we ask you for program information?

We may ask you for information so we can:

- tell you from other persons with a similar name
- decide if you can receive our services
- decide which services you can receive
- receive state and federal funds to help you
- let program funders know if Adult Basic Education has helped you

You are not required by law to provide this information. If you choose not to provide this information, we may not know whether you are eligible for the program and may not be able to help you. Providing false information can lead to removal from the program.

How will we use the data?

We may use it to prepare required reports, conduct audits, review eligibility and to find out how the program is helping you.

Who will we share the information with?

We will share the information with staff, allowed by law, who need it to do their jobs in: The MN Dept. of Jobs & Training; U.S. Depts. of Health & Human Services, Labor, Housing & Urban Development, and Agriculture; and software developer UrbanPlanet Software. We may share it with community-based agencies, local and state human service agencies, educational programs, and other agencies that help you. If you enroll in another MN Adult Basic Education program, your data will be shared with them.

Social Security Numbers

You do not have to provide your Social Security number. Federal Privacy Act and Freedom of Information Act dictate the use of this number. We may use it for computer matches, program reviews, improvements and audits.

How long will we keep the information?

After you leave the program, we will keep your file until state and federal laws let us destroy it.

If you do not understand this form, ask a staff person to explain it to you.

Instructor: Each student must sign the front of the entry form to indicate that s/he has read and understands this privacy notice.

ABE/ASE Level	CASAS		TABE 9-10			
	READING	MATH	GRADE LEVEL	READING	TOTAL MATH	LANGUAGE
ABE Level 1	0-200	0-200	0-1.9	0-367	0-313	0-389
ABE Level 2	201-210	201-210	2-3.9	368-460	314-441	390-490
ABE Level 3	211-220	211-220	4-5.9	461-517	442-505	491-523
ABE Level 4	221-235	221-235	6-8.9	518-566	506-565	524-559
ABE Level 5	236-245	236-245	9-10.9	567-595	566-594	560-585
ABE Level 6	246 & up	246 & up	11-12	596 & up	595 & up	586 & up

ESL Level	CASAS		BEST	MDE approved tests 16-17		
	READING	LISTENING	BEST PLUS	TEST NAME	SERIES	SUBJECT
ESL Level 1	0-180	0-180	0-400	ABE / CASAS	Life Skills Begin Lit; Life & Work	Reading
ESL Level 2	181-190	181-189	401-417	ABE / CASAS	Life Skills	Math
ESL Level 3	191-200	190-199	418-438	ABE / TABE	Survey & Full	Reading, Total Math, Language
ESL Level 4	201-210	200-209	439-472	ESL / CASAS	Life Skills Begin Lit; Life & Work; Citizenship	Reading
ESL Level 5	211-220	210-218	473-506	ESL / CASAS	Life & Work	Listening
ESL Level 6	221-235	219-227	507-540	ESL / BEST	BEST Plus	Speaking