

ABE Student Intake Form

☐ Intake/Enrollment ☐ Update

Signature (indicates student has read & understands Tennessee / Privacy Notice)				Intake date		Social Security Number**					
Last Name			First Name			Middle		Nickname*		Pronoun*	
Street Address**				City, State**				Zip**		County*	
Primary Phone* ___ Number accepts text messages				Secondary Phone* ___ Number accepts text messages				Email*		Contact Preference* ___ Email ___ Phone ___ Text ___ Mail ___ No Preference	
Date of Birth		Gender ___ Female ___ Nonbinary ___ Male ___ Decline to Answer ___ Other Gender Identity; specify (optional): _____				Country of Birth*		Primary Language*			
Hispanic /Latino ___ No ___ Yes		Race ___ Amer Indian/ Alaskan Native ___ Native Hawaiian/ other Pacific Islander ___ Asian ___ Two or more races ___ Black or African American ___ White				Work Status ___ Employed ___ Employed, to be terminated/separated ___ Not in Labor Force ___ Unemployed; last work date: _____					
Public Assistance ___ None ___ Other ___ MFIP ___ SNAP Expiration date: _____ SSI				Highest Formal Education Level ___ No School ___ Grades 9-12, no diploma ___ Some college, no diploma ___ Grades 1-5 ___ GED / HiSET ___ College / professional degree ___ Grades 6-8 ___ HS Diploma / alt. credential ___ Unknown						Educ Location ___ Non-U.S. ___ U.S.	
Barriers to Employment - mark as many as apply ___ Cultural Barriers ___ Ex-offender ___ Low levels of literacy ___ Disabled ___ Foster care ___ Low income ___ Displaced homemaker ___ Homeless ___ Migrant worker ___ English language learner ___ Learning disabled * ___ Single parent						NRS Program - mark as many as apply ___ Community Corrections ___ Other Institutional ___ Corrections ___ Workplace Literacy ___ Family Literacy ___ Cond Work Referral ___ Non-NRS					
Emergency Contact Name*								Phone			
MFIP Job Counselor Name*			Agency			Phone		Email			
						Fax					

Goals* – Check the SET column to indicate student goal. Check the MET column when the goal has been achieved.									
Set	Met	Goal	Set	Met	Goal	Set	Met	Goal	
		Enter Employment			Raise Accuplacer Score			Get More Involved in Children's Education	
		Retain Employment			Enter Postsecondary Education			Read More to Children	
		Get a Better Job			Enter Postsecondary Training			Get more involved in Community	
		Get Promoted in my Job			Improve Basic Literacy Skills			Write Resume/Increase Job Search Skills	
		Obtain a GED			Improve English Language Skills			Gain Computer Related Skills	
		Local Credit-Based Diploma			Achieve Citizenship Skills			Gain Budgeting Skills	
		State Competency-Based Diploma			Become a Citizen			Increase Life Skills	

Test Name* : CASAS GOALS, GOALS 2, STEPS; TABE 11/12, 13/14; Best Plus 2.0; GED; HiSET	Subject : reading, math, listening, etc.	Form	Test Date	Score

Class Name*	Instructor	Entry Date	Exit Date

Tennessen 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 Employment and Economic Development (DEED); U.S. Depts. of Health & Human Services, Labor, Housing & Urban Development, and Agriculture; and the software developer. 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 they have read and understand this privacy notice.

Office use:

ABE/ASE Level	CASAS			TABE		
	GOALS READING	GOALS 2 MATH	GOALS 2 READING	11/12 & 13/14 READING	11/12 & 13/14 MATH	11/12 & 13/14 LANGUAGE
ABE Level 1	0-203	0-192	0-203	300-441	300-448	300-457
ABE Level 2	204-216	193-203	204-216	442-500	449-495	458-510
ABE Level 3	217-227	204-213	217-227	501-535	496-536	511-546
ABE Level 4	228-238	214-224	228-238	536-575	537-595	547-583
ABE Level 5	239-248	225-235	239-248	576-616	596-656	584-630
ABE Level 6	249 & up	236 & up	249 & up	617-800	657-800	631-800

ESL Level	CASAS		BEST PLUS
	STEPS READING	STEPS LISTENING	VERSION 3.0
ESL Level 1	0-183	0-181	600-677
ESL Level 2	184-196	182-191	678-702
ESL Level 3	197-206	192-201	703-726
ESL Level 4	207-216	202-211	727-752
ESL Level 5	217-227	212-221	753-785
ESL Level 6	228-238	222-231	786-849
Completed ESL*	239 & up	232 & up	850 & up

**Scores in Completed ESL cannot be used as a pre-test to sent an entry Educational Functioning Level (EFL)*