

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/Other Name*	
Street Address**			City, State**			Zip**	County*
							ISD*
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 ___ Male	Country of Birth*			Primary Language*		
Hispanic /Latino ___ No ___ Yes		Race ___ Amer Indian/ Alaskan Native ___ Asian ___ Black or African American ___ Native Hawaiian/ other Pacific Islander ___ Two or more races ___ White			Work Status ___ Employed ___ Employed, to be terminated/separated ___ Not in Labor Force ___ Unemployed; last work date: _____		
Public Assistance ___ None ___ MFIP Expiration date: _____		Highest Formal Education Level ___ No School ___ Grades 1-5 ___ Grades 6-8 ___ Other ___ SNAP ___ SSI ___ Grades 9-12, no diploma ___ GED ___ HS Diploma / alt. credential				Educ Location ___ Non-U.S. ___ U.S. ___ Unknown	
NRS Tracking - mark as many as apply ___ Disabled ___ Displaced homemaker ___ Ex-offender ___ Foster Care ___ Homeless ___ Learning disabled *† ___ Low Income ___ Migrant Worker ___ Single Parent				NRS Program - mark as many as apply ___ Community Corrections ___ Corrections ___ Family Literacy ___ Non-NRS ___ Other Institutional ___ Workplace Literacy ___ Cond Work Referral			
Emergency Contact Name*						Phone	
MFIP Job Counselor Name*		Agency		Phone Fax		Email	
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
		Enter Employment			Raise Accuplacer Score		
		Retain Employment			Enter Postsecondary Education		
		Get a Better Job			Enter Postsecondary Training		
		Get Promoted in my Job			Improve Basic Literacy Skills		
		Obtain a GED			Improve English Language Skills		
		Local Credit Based Diploma			Achieve Citizenship Skills		
		State Competency Based Diploma			Become a Citizen		
Test Name: CASAS GOALS; TABE; CASAS Life & Work; Best Plus; GED			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 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 GOALS		TABE 11/12			
	READING	MATH	GRADE LEVEL	READING	MATHEMATICS	LANGUAGE
ABE Level 1	0-203	0-193	0-1.9	300-441	300-448	300-457
ABE Level 2	204-216	194-203	2-3.9	442-500	449-495	458-510
ABE Level 3	217-227	204-214	4-5.9	501-535	496-536	511-546
ABE Level 4	228-238	215-225	6-8.9	536-575	537-595	547-583
ABE Level 5	239-248	226-235	9-10.9	576-616	596-656	584-630
ABE Level 6	249 & up	236 & up	11-12.9	617-800	657-800	631-800

ESL Level	CASAS		BEST
	READING	LISTENING	BEST PLUS
ESL Level 1	0-180	0-180	0-361
ESL Level 2	181-190	181-189	362-427
ESL Level 3	191-200	190-199	428-452
ESL Level 4	201-210	200-209	453-484
ESL Level 5	211-220	210-218	485-524
ESL Level 6	221-235	219-227	525-564

MDE approved tests (19-20 NRS yr & beyond)		
TEST NAME	SERIES	SUBJECT
ABE / CASAS	GOALS	Reading, Math
ABE / TABE	11/12	Reading, Mathematics, Language
ESL / CASAS	Beginning Literacy; Life & Work; Citizenship	Reading
ESL / CASAS	Life & Work	Listening
ESL / BEST	BEST Plus 2.0	Oral