



Adult Education Reporting Information System
2013-2014 Intake Form
 (*Required fields for data entry)



Intake Person: _____ **Date:** _____

**Please search for an existing student and only if he or she cannot be found, [click here](#) to enter new student in the system.

Student Bio Edit:

* First Name: _____ Middle Name: _____ * Last Name: _____	
* Date of Birth: ____/____/____ (MM/DD/YYYY)	* Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male
* Address: _____	
* City: _____	* State/County: _____ * ZIP: _____
* Home Phone: (____) _____	Emergency Phone: (____) _____
Work Phone: (____) _____	Cell Phone: (____) _____
State ID #: _____	Inmate #: _____
E-mail Address: _____	
Data Matching (<i>Permission to release SSN</i>)? <input type="checkbox"/> Has given permission	
Facebook / Twitter / Other Social Media: _____ <i>(Not yet in AERIS)</i>	

Student Enrollment:

* LEA: _____		
* Enrollment Date: _____ (mm/dd/yyyy):	* Student Program Type: X <i>NRS Registration (Must select)</i>	
Select other Program Type if applicable:		
<input type="checkbox"/> Adult Transitions <input type="checkbox"/> Certificate Program <input type="checkbox"/> College Transitions <input type="checkbox"/> Credit Recovery	<input type="checkbox"/> EL/Civics <input type="checkbox"/> Enrichment <input type="checkbox"/> Family Literacy	<input type="checkbox"/> GED/HS Diploma <input type="checkbox"/> Workforce Training <input type="checkbox"/> Work Ready
* Contact Type: <input type="checkbox"/> ABE/ASE <input type="checkbox"/> ESL		

Student Demographics / Status Measures:

***Social Security / EIN #:** _____ - _____ - _____ OR **AERIS-generated Student ID#**

***Ethnicity:**

Hispanic/Latino

Non-Hispanic/Latino

AND / OR

- American Indian or Alaskan Native
- Asian
- Black or African-American
- Native Hawaiian or Other Pacific Islander
- White
- Two or more races

***Employment Status?**

Full-time

Part-time

Unemployed

Not in the Labor Force

Definition: Whether the learner is employed, not employed, or not in the labor force at time of entry into the adult education program, according to the following criteria:

- **Employed**—Learners who work as paid employees, work at their own business or farm, or who work 15 hours or more per week as unpaid workers at a farm or business operated by a member of their family. Also included are learners who are not currently working but who have jobs or businesses from which they are temporarily absent.
- **Unemployed**—Learners who are not working but are seeking employment, make specific efforts to find a job, and are available for work.
- **Not in the Labor Force**—Learners who are not employed and are not seeking employment.

***Last Grade Completed in a US School:**

- No Schooling
- Unknown
- Grades 1-5
- Grades 6-8
- Grades 9-12 (No Diploma)
- GED
- High School Diploma or alternate credential
- Some college, no degree
- College or professional degree

***Last Year Attended:** _____

***Last Grade Completed in a Non-US School:** _____

Last School Attended in US? _____ Date High School Credential Achieved? _____

***Adult Education History?**

- Currently Enrolled
- Earned GED
- Earned Diploma
- Earned Credits at Current Program
- Earned credits at other adult education program
- Earned credits at 2 or more adult education programs
- None
- Previously Enrolled
- Earned a Certificate

***Citizenship?**

- US Citizen Lawfully admitted alien No Response

* Native Language? _____ Country of origin? _____

Date of arrival in US? _____ Refugee? Yes No

Support Services? Yes No

***Living in Rural Area?** Urban Rural

***Single Parent?** Yes No

***Low Income?** Yes No

Displaced Homemaker? Yes No

Dislocated Worker? Yes No

***In program for homeless?** Yes No

***On Public Assistance?** On Public Assistance Not on Public Assistance

- Unemployment Food Stamps Social Security WIC Other

*A **displaced homemaker** is an individual who has been providing unpaid services to family members in the home and who: (A) has been dependent on the income of another family member but is no longer supported by that income; and (B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

*A **dislocated worker** is an individual who has been terminated or laid off, or who has received a notice of termination or layoff, from employment.

Physical Disability? Yes No

Learning Disability? Yes No

**If a disability status is checked above, please have the student sign the *Authorization for Release of Strictly Confidential Information to Local Staff or Volunteers* form, which can be found in Appendix A. Place this form in a separate locked file.

***In correctional facility?** Yes No

***In other institutional setting?** Yes No

***In a Community Correctional Program?** Yes No

Driver's License? Yes No

Reliable Transportation? Yes No

Registered to Vote Yes No

***Learned about this program?**

- Friend or family member
- Newspaper or magazine
- Pamphlet or brochure
- Employer

- Radio
- Television
- Website
- None

Other _____

Children in Local School System? Yes No

Student Registration:

Is this a WAGE Student? Check for Yes

Intake Hours:

***Intake Person:** _____ ***Intake Hours:** _____ (.25 - 2.00 hours)

***Referring Agency:**

- Arkansas Rehabilitation Services (ARS)
- Career Pathways
- Community-based literacy organization
- Court ordered
- Department of Career Education (ACE)
- Department of Corrections (DOC)
- Department of Health (DOH)
- Department of Human Services (DHS)
- Department of Workforce Services (DWS)
- Employment and Training Program (E & T)

- Faith based organization
- Home School**, which district student resides in?

- Local Public School**, which one?

- One-Stop/Workforce Center
- Transitional Employment Assistance (TEA)
- None
- Other _____

***Is this information correct?**

- The information is correct

Next Steps:

Complete the following tabs in AERIS:

***Class Name:** _____

*** Class Placement Date:** _____

Pre-Testing *(Enter Scores as soon as Pre-Test is given)*

Outcomes (Cohorts/Goals): Please Enter Secondary Reasons (if applicable)

- Achieved citizenship skills
- Increase visits to library
- Increase involvement in children's education
- Increase involvement in children's literacy-related activities
- Increase involvement in community activities
- Leave public assistance
- Obtain CRC (Career Readiness Certificate)
- Obtain WAGE Certificate
- Vote or register to vote for first time

***Selective Service:**

- This 18-25 year old male has been made aware of his obligation to register with the U.S. Selective Service System and has been made aware of how to register.

Refer to this website: http://www4.sss.gov/regver/register_nc.asp

Arkansas Adult Education provides equal educational opportunities to all students without regard to race, color, sex, age, religion, national origin, ancestry, or handicap.

No otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits for, or be subjected to discrimination in programs or activities sponsored by a public entity.

I give permission for the information collected in the Arkansas Adult Education Reporting Information System to be used in data sharing within the Arkansas Department of Career Education/Adult Education Division, and with the Arkansas Department of Workforce Services and the Arkansas Department of Higher Education.

Student Signature: _____ Date: _____

Appendix A

**AUTHORIZATION FOR RELEASE OF STRICTLY CONFIDENTIAL INFORMATION
TO LOCAL STAFF OR VOLUNTEERS**

I give my permission to release information contained in the document(s) indicated below:

Please date, initial and check [✓] the appropriate items below.

<u>Date</u>	<u>Initials</u>	<u>Check</u>	<u>Item</u>
_____	_____	[]	Learning Needs Screening
_____	_____	[]	Other: <u>Adult Education Reporting Information System 2013-14 Intake Form</u>
_____	_____	[]	School records from: _____
_____	_____	[]	Other records from: _____ _____

I give permission to release the information contained in the documents indicated above to the following individuals for educational or assessment purposes:

If the same information can be made available to several staff people, please list their names below. Then date, initial and check [✓] the appropriate individuals. If different information is going to various individuals, use separate forms.

<u>Date</u>	<u>Initials</u>	<u>Check</u>	<u>Staff Member</u>	<u>Date</u>	<u>Initials</u>	<u>Check</u>	<u>Staff Member</u>
_____	_____	[]	_____	_____	_____	[]	_____
_____	_____	[]	_____	_____	_____	[]	_____
_____	_____	[]	_____	_____	_____	[]	_____
_____	_____	[]	All of the Staff Members Listed above				
_____	_____	[]	Other Individual(s): _____ _____				
_____	_____	[]	Volunteer Tutor: _____ _____				

This release is valid for one year from the date of my signature or until it is revoked in writing, whichever occurs first. This release has been read out loud to me and I understand its contents.

Name: _____

Signature: _____

Date: _____

Signature of staff person releasing the information: _____

*Adapted with permission from the West Virginia Regional Education Service Agency, 2006
Updated July 2011*

This Page is for Reference Only

**NOTE: If the BEST test scores are the result of an initial assessment (pre-test) AND the scores are 76 or greater on the Literacy BEST, and 541 or greater on BEST Plus, then do not enter the scores into AERIS. Since these students are above Advanced ESL and cannot show educational gain with the BEST, they should be given the TABE.*

Educational Functioning Level Benchmarks (TABE 9-10)

	TABE Reading	TABE Math	TABE Language
101 Beg ABE Lit (GL= 0-1.9)	= <367	= <313	= <389
102 Beg Basic Ed (GL= 2-3.9)	368-460	314-441	390-490
103 Low Inter. Basic Ed (GL= 4-5.9)	461-517	442-505	491-523
104 High Inter. Basic Ed (GL= 6-8.9)	518-566	506-565	524-559
105 Low ASE (GL=9-10.9)	567-595	566-594	560-585
106 High ASE (GL=11-12.9)	= >596	= >595	= >586

Educational Functioning Level Benchmarks (ESL)

	BEST Literacy	BEST Plus	CASAS (Life Skills)	**TABE CLAS-E
107 Beg ESL Lit	0-20	= <400	= <180	Total Reading & Writing: 225-394 Total Listening & Speaking: 230-407
108 Low Beg ESL	21-52	401-417	181-190	Total Reading & Writing: 395-441 Total Listening & Speaking: 408-449
109 High Beg ESL	53-63	418-438	191-200	Total Reading & Writing: 442-482 Total Listening & Speaking: 450-485
110 Low Inter. ESL	64-67	439-472	201-210	Total Reading & Writing: 483-514 Total Listening & Speaking: 486-525
111 High Inter. ESL	68-75	473-506	211-220	Total Reading & Writing: 515-556 Total Listening & Speaking: 526-558
112 *Adv. ESL	76-78	507-540	221-235	Total Reading & Writing: 557-600 Total Listening & Speaking: 559-600

**Refer to the TABE CLAS-E Technical Manual for score ranges for individual reading, writing, listening, and speaking tests. Table shows total scores.

Release of Confidential and/or Academic Information

I, _____, authorize _____ to use my
(Student Name) *(Program Name)*
name and/or photo in the following manner:

(Initial below if you agree)

_____ Graduation Packet, mailings, program, news release, and/or booklet

_____ Newsletter

_____ Television

_____ Videotaping

_____ Photographing

_____ Radio

_____ Other _____

_____ All Listed Above

This release is valid from the date of signature until _____ (Ending Date) or until cancelled by the undersigned in writing. I understand that my participation in GED Testing will be kept confidential and will not be used in any media manner other than stated above without my consent. This release form has been read and reviewed with me, and I understand its contents.

(Student Signature)

(Guardian's Signature, if applicable)

(Date)

(Street Address/P.O. Box)

(City)

(State)

(Zip)

* Expiration date or cancelled by student in writing