

LV-DAC Learner \_\_\_\_\_ AE Student \_\_\_\_\_ LV-DAC/AE \_\_\_\_\_ LACES: \_\_\_\_\_

Staff Member Conducting Intake: \_\_\_\_\_ Date of Intake: \_\_\_\_\_  
(First and Last Name) (mm/dd/yyyy)

**ESL Learner’s Entrance Level “Able To”:** Read & Speak SOME English / Speak SOME English but NOT ABLE to READ English / NOT Able to Speak or Read English / LITERATE in Their Native Language

**Basic Literacy & HSE/GED Prep Learners:** Beginning Reader (0 – 3<sup>rd</sup> Grade / Developing Reader (4<sup>th</sup> – 5<sup>th</sup> Grade) / Intermediate Reader (6<sup>th</sup> – 8<sup>th</sup> Grade) / Advanced Reader (9<sup>th</sup> – 12<sup>th</sup> Grade)

**To Be Completed by Staff**

LITERACY VOLUNTEERS  
Reading Opens Up a World of Possibilities



*Literacy Volunteers of Dona Ana County*

## LITERACY SERVICES LEARNER INTAKE FORM

Information kept **CONFIDENTIAL** and used only for reporting purposes.

**PLEASE Print Legibly**

**It is your responsibility to assure we always have your accurate and current contact information.**

**It is your responsibility to respond to phone calls/texts/emails – PLEASE BE RESPONSIVE.**

**Name:** \_\_\_\_\_ **Male** **Female** **DoB:** \_\_\_\_\_  
(First, Middle Initial, Last) (Include Nickname) (mm/dd/yyyy)

**Address:** \_\_\_\_\_  
(Street Number, Street Name, City, State, Zip Code)

**Home Phone:** (\_\_\_\_\_) \_\_\_\_\_ **Cell Phone:** (\_\_\_\_\_) \_\_\_\_\_

**Email:** \_\_\_\_\_

**Ethnicity/Race:** Asian / African American-Black / Chinese / Hispanic-Latino /

Native American – Alaska Native / Native Hawaiian-Other Pacific Islander / White / Other \_\_\_\_\_

**Sponsoring Agency:** Tresco / None / Other \_\_\_\_\_

**Is English you first language?** YES NO **If “No”, what is your first language?** \_\_\_\_\_

**How well do you SPEAK English?** Fluently Very Well Some None

**How well do you READ English?** Very Well Some None

**How well do you UNDERSTAND English?** Very Well Some None

What other languages do you speak? \_\_\_\_\_ Country of Origin \_\_\_\_\_

Last grade or degree completed / Level of education? Never Attended \_\_\_\_\_ Grade: \_\_\_\_\_

Degree: HS Diploma / HSE Equivalent / Associate / Bachelor / Masters / Doctorate \_\_\_\_\_

Are you attending other educational programs? HSE / ESL / CITIZENSHIP / NONE / OTHER \_\_\_\_\_

Are you interested in Citizenship classes and/or Tutoring? Yes \_\_\_\_ No \_\_\_\_

In what areas are you requesting assistance: Reading Writing Speaking Math

Other: \_\_\_\_\_

### Your Availability

This is important, as this helps find a Tutor who is also available when you are.

Mornings: M T W Th F Sa Su Time: \_\_\_\_\_ - \_\_\_\_\_

Afternoons: M T W Th F Sa Su Time: \_\_\_\_\_ - \_\_\_\_\_

Evenings: M T W Th F Sa Su Time: \_\_\_\_\_ - \_\_\_\_\_

Barrier to Attending Classes / Tutoring Sessions? Work / Childcare / Transportation

Other \_\_\_\_\_

Employment Status: Employed / Unemployed / Not in Labor Force

Method of Instruction: One-on-One Small Group Literacy Class Computer-Assisted

Other: \_\_\_\_\_

Tutor Preference: (i.e. male, female, age, speaks your native language, etc.): \_\_\_\_\_

### Tutoring Site:

QLC \_\_\_\_ Chaparral LC \_\_\_\_ Gadsden LC \_\_\_\_ Sunland Park LC \_\_\_\_

WFC on Nevada St. – (aka: Mesquite) \_\_\_\_ Other: \_\_\_\_\_

**GOALS:**

Citizenship    Enroll at DACC    Enroll at NMSU    Obtaining HSE    Numeracy

Improve Conversational Skills    Improve Reading Fluency    Improve Writing Skills

Increase Involvement in Children's Schooling

Job Advancement    Obtaining Employment    Retain Employment    Leave Public Assistance

Vote or Register to Vote    Other: \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

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