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| --- |
| **Basic Learner Information** |
| **Name:**  | **Date of Birth:** | **Gender:**  |
| **Address:**  | **City:** | **Zip:** |
| **Email:**  | **Phone (home or work):**  | **Cell phone:** |
| **Race/Ethnicity (optional):** ▢ Asian ▢ Black/African American ▢ Pacific Islander ▢ Hispanic ▢ White, Non-Hispanic  ▢ Native American ▢ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Household information:** **Number of adults:** \_\_\_\_\_ **Number of children:** \_\_\_\_\_ **Ages:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Marital Status:** ▢ Single ▢ Married ▢ Divorced ▢ Widow ▢ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Country of Birth:**  | **Month/Year arrived in US (or N/A):** | **US Citizen?** Yes/ No |
| **Native Language:** ▢ English ▢ Spanish ▢ Hmong ▢ Other: \_\_\_\_\_\_\_\_\_\_\_ |
| **Interpreter (if needed):** | **Relationship:** | **Phone:** |
| **Emergency Contact Person:** | **Relationship:**  | **Emergency Phone:**  |

**What is the highest level of education you have completed?**

▢No formal education

▢ Elementary school (K-5)

▢ Middle school (6-8)

▢ Some high school

▢ High School Diploma

▢ GED/HSED

▢ Some Technical School / Trade School

▢ Associate’s Degree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

▢ B.A. or B.S. at a college or university

 Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Minor: \_\_\_\_\_\_\_\_\_\_\_\_

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

**Have you ever worked with a literacy program, PCLC, or MSTC before?** ▢ Yes ▢ No

If yes, please explain.

**Do you currently study at another institution such as MSTC?** ▢ Yes ▢ No

If yes, please explain.

**Do you have any concerns or disabilities related to your learning?** ▢ Yes ▢ No

If yes, please explain.

|  |
| --- |
| **Employment Information** |
| **Employment Status:** How many hours do you work each week? \_\_\_\_\_ hours  Choose one of the below:▢ Employed – Full Time (32+ hours) ▢ Employed – Part Time ▢ Unemployed  ▢ Retired ▢ Homemaker ▢ Incarcerated ▢ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Employer:** | **Position:** | **Shift:** |
| **Household Income:** What is your household income? $\_\_\_\_\_\_\_/year or $\_\_\_\_\_\_\_/month or $\_\_\_\_\_\_\_/hour Under 200% Federal Poverty Level: ▢ Yes ▢ No |
| **Do you receive the following government assistance:** ▢ FoodShare ▢Free and Reduced Lunch▢ WIC ▢ Wisconsin Shares Child Care▢ W-2 ▢ TEMP (Trial Employment Match Program)▢ Badgercare ▢Transitional Jobs ▢ SSI ▢Other: \_\_\_\_\_\_\_\_\_\_\_\_\_▢ None ▢Other: \_\_\_\_\_\_\_\_\_\_\_\_\_ ▢ No answer |

**Can you meet with a tutor at least once/week?**  ▢ Yes ▢ No

**How many months do you want to study with a tutor?** \_\_\_\_\_ months

**How many days/week do you want to meet? \_\_\_\_\_ How many hours per meeting? \_\_\_\_\_**

**When (days/times) are you available to meet with a tutor?** Please check all that apply.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Weekend** |
| 9:00-10:00 a.m. |   |  |  |  |  |  |
|  10:00-11:00 a.m. |  |  |  |  |  |  |
| 11:00 a.m. - Noon |  |  |  |  |  |  |
| Noon – 1:00 p.m. |  |  |  |  |  |  |
| 1:00-2:00 p.m. |  |  |  |  |  |  |
| 2:00-3:00 p.m. |  |  |  |  |  |  |
| 3:00-4:00 p.m. |  |  |  |  |  |  |
| 4:00-5:00 p.m. |  |  |  |  |  |  |
| 5:00-6:00 p.m. |  |  |  |  |  |  |
| 6:00-7:00 p.m. |  |  |  |  |  |  |
| 7:00-8:00 p.m. |  |  |  |  |  |  |

**What are some public locations where you could meet your tutor? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Do you have access to a car?** ▢ Yes▢No

**Are you willing to meet a tutor or attend class online by video?** ▢ Yes ▢ No ▢ Maybe

**Have you used a computer before?**  ▢ Yes ▢ No

**Have you used Zoom before?** ▢ Yes ▢ No

**Do you have the following devices?**

▢ Smartphone ▢ Tablet ▢ Computer ▢ Laptop

▢ Webcam ▢ Microphone ▢ Other: \_\_\_\_\_\_ ▢ None

**Do you have access to the internet at home?** ▢ Yes ▢ No

**If yes, what type?**

▢ High speed internet ▢ Wi-Fi ▢ On my phone▢ Other: \_\_\_\_\_\_\_\_\_

**Would you prefer to work with a tutor who has a specific gender identity?**

▢ No preference ▢ Yes - please explain briefly here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*For example: I prefer to work with a female tutor.*)

**Why do you want to work on with your tutor?** Please explain.

**What are your goals?** Check all that apply.

▢ Improve Reading

▢ Improve Writing/Spelling

▢ Improve Conversation

▢ Improve Pronunciation

▢ Read to Child

▢ Communicate with Child’s School

▢ Communicate with Neighbors

▢ Participate in community activities

▢ Pass the GED

▢ Go to Technical College

▢ Math

▢ Computer Skills

▢ Become a US Citizen

▢ Get a better job

▢ Understand more at current job

▢ Understand doctor and medical info

▢ Understand money, banking, shopping

▢ Other: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

**How do you like to study?**

**What are your hobbies? What do you like to do for fun?**

**Are you a veteran?** ▢ Yes▢No

**Have you ever been incarcerated?**  ▢ Yes▢No

If applicable, what is the name of your Parole Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How did you hear about us?** Please check all that apply.

▢A Friend/Family Member ▢Website ▢Facebook ▢Referral ▢Poster ▢ Other

**Have you received the vaccine for COVID?** ▢ Yes ▢ No ▢ Prefer not to answer

**I agree to meet my tutor in a public location.** ▢ Yes▢No

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



**Learner Contract**

The Portage County Literacy Council wants to work with you to achieve your goals. Our services are free of charge! Learners in our program need to attend class at least once a week. If you have to miss a class, it is very important that you notify us as soon as you can.

We promise to treat you with dignity and respect. PCLC does not discriminate in any way because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, immigration status, veteran status or any other characteristic.

Learner agreements:

1. I agree to study with PCLC for at least \_\_\_ months.
2. I agree to come to all scheduled classes at the agreed upon time.
3. I will try very hard to attend class at least once a week.
4. I agree to tell my tutor at least 12 hours in advance if I must miss a session.
5. I agree and understand that the Portage County Literacy Council will reassign my tutor to another learner if I miss two (2) sessions without notifying my tutor.
6. I agree to notify my tutor and the Portage County Literacy Council if I get a new phone number or address.
7. I understand that I can ask for a different tutor if things do not work out with the tutor I have. I will contact PCLC immediately if I feel uncomfortable with my tutor.
8. I agree to give at least one week’s notice if I decide to quit the program.

Learner Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interpreter Signature (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_