

## Student Profile & Data Sheet

(Aligned with Intake & Assessment)

Name \_\_\_\_\_

1. General

\_\_\_\_\_ Contact Information (record **Preliminary** data here) \_\_\_\_\_ date of initial contact  
 \_\_\_\_\_ Initial Intake appointment scheduled for \_\_\_\_\_ (date) based on suitable match criteria

2. Intake Appointment (record **Critical** data here)

\_\_\_\_\_ Personal Interviews & Initial Assessments \_\_\_\_\_ date initial intake complete  
 \_\_\_\_\_ History of Participation Completed \_\_\_\_\_ date interview completed  
 \_\_\_\_\_ CASAS Appraisal \_\_\_\_\_ date \_\_\_\_\_ score  
 \_\_\_\_\_ Educational Background Screenings  
     \_\_\_\_\_ Educational Background Form \_\_\_\_\_ date form completed  
     \_\_\_\_\_ Reading Comprehension Interview \_\_\_\_\_ date interview completed  
     \_\_\_\_\_ Writing to Rubric Prompt \_\_\_\_\_ date rubric completed

3. Disclosures (record **Critical** data here)

\_\_\_\_\_ ADA Compliance (need for accommodations?) \_\_\_\_\_ Disclosures/Release of Confidential Info  
 \_\_\_\_\_ Physical & Mental Health (undiagnosed conditions, special needs/supports, date of last physical or health screenings, current medications, other social & emotional supports, etc., recorded separately)  
 \_\_\_\_\_ Eligibility to Work (I-9 Form), IRS/Work Permit \_\_\_\_\_ BCI Report, Employment References

**Enrollment OR Referral** (decision / action taken based on **Critical** data collected)

\_\_\_\_\_ enrolled \_\_\_\_\_ counsel \_\_\_\_\_ referred \_\_\_\_\_  
 Indicate referral agency or program here

\*\*\*\*\*

*Complete sections 4 through 6 only if individual is enrolled*

4. Enrollment (record **Enrollment** data here)

\_\_\_\_\_ Enrollment Form completed \_\_\_\_\_ date of enrollment  
 \_\_\_\_\_ CASAS (Reading) Pre-Test \_\_\_\_\_ date \_\_\_\_\_ score  
 \_\_\_\_\_ CASAS (Reading) Post-Test \_\_\_\_\_ date \_\_\_\_\_ score  
 \_\_\_\_\_ CASAS (Math) Pre-Test \_\_\_\_\_ date \_\_\_\_\_ score  
 \_\_\_\_\_ CASAS (Math) Post-Test \_\_\_\_\_ date \_\_\_\_\_ score  
 \_\_\_\_\_ CASAS (Listening) Pre-Test \_\_\_\_\_ date \_\_\_\_\_ score  
 \_\_\_\_\_ CASAS (Listening) Post-Test \_\_\_\_\_ date \_\_\_\_\_ score  
 \_\_\_\_\_ Reading Diagnostics (approx. 1 hour to administer all 4 reading components per person)  
     \_\_\_\_\_ alphabetics \_\_\_\_\_ fluency \_\_\_\_\_ vocabulary \_\_\_\_\_ comprehension

5. Placement (record **Placement** data here)

\_\_\_\_\_ Student Placement: Class/Program: \_\_\_\_\_ Instructor: \_\_\_\_\_  
 \_\_\_\_\_ Orientation scheduled for \_\_\_\_\_ Orientation completed \_\_\_\_\_ Yes \_\_\_\_\_ No  
*Orientation activities may be recorded separately at agency discretion*

6. Work Skills/Vocational Training

\_\_\_\_\_ Student Interests & Goals (continue monitoring, extended planning, on-going negotiating and revising goals)  
 \_\_\_\_\_ Program-specific activities, benchmarks, skills-training, etc.  
*Goal-setting activities and progress may be recorded separately at agency discretion*