

InTERS Teacher Website – Intake Page 1: General

Cancel Save & Next Intake A New Student

General - Search for Student

Student #	<input type="text"/>	DOE SID	<input type="text"/>			Additional Phone Numbers	
SSN	<input type="text"/>	<input type="checkbox"/> SSN Unavailable	Phone	<input type="text"/>	Emer Phone	<input type="text"/>	Phone Number
STN	<input type="text"/>		Email Address	<input type="text"/>			Type
Name (L, F)	<input type="text"/>	<input type="text"/>	DOB	<input type="text" value="1/21/1993"/>	Application Age	??	Priority
Address	<input type="text"/>		Gender	<input type="text" value="Unknown"/>			<input type="checkbox"/>
City	<input type="text"/>		Ethnicity	<input type="text" value="-- No Selection --"/>			<input type="checkbox"/> Prefers Text Message
State	<input type="text" value="-- No Selection --"/>	Zip	Race	<input type="checkbox"/> African American <input type="checkbox"/> Pacific Islander <input type="checkbox"/> American Indian <input type="checkbox"/> White <input type="checkbox"/> Asian			
			Native Country	<input type="text"/>			

Contacts

Name (L, F)	<input type="text"/>		Type	<input type="text" value="-- No Selection --"/>	Job Title	<input type="text"/>	<input type="checkbox"/> Default
<input type="checkbox"/> Phone	<input type="text"/>	Fax	<input type="text"/>	Email Address	<input type="text"/>	Notes	<input type="text"/>
Name (L, F)	<input type="text"/>		Type	<input type="text" value="-- No Selection --"/>	Job Title	<input type="text"/>	<input type="checkbox"/> Default
<input type="checkbox"/> Phone	<input type="text"/>	Fax	<input type="text"/>	Email Address	<input type="text"/>	Notes	<input type="text"/>
Name (L, F)	<input type="text"/>		Type	<input type="text" value="-- No Selection --"/>	Job Title	<input type="text"/>	<input type="checkbox"/> Default
<input type="checkbox"/> Phone	<input type="text"/>	Fax	<input type="text"/>	Email Address	<input type="text"/>	Notes	<input type="text"/>
Name (L, F)	<input type="text"/>		Type	<input type="text" value="-- No Selection --"/>	Job Title	<input type="text"/>	<input type="checkbox"/> Default
<input type="checkbox"/> Phone	<input type="text"/>	Fax	<input type="text"/>	Email Address	<input type="text"/>	Notes	<input type="text"/>

SSN: It is required to ask new students for a Social Security number at the time of intake. If the student declines to provide one, “SSN Unavailable” can be clicked and the intake can be processed, but a Social Security number must be added later.

Name (L, F): Enter the student’s full, legal name (no nicknames). Preferred names or nicknames can be noted in the “Comments” section of the student record.

Phone, Emergency, Cell & Email: These fields are not required but are very useful for outreach and follow-up purposes.

Date of Birth: Application Age will auto-fill after you hit “Save & Next”.

Ethnicity: Only two options – “Hispanic” & “Other”.

Race: Check off appropriate box if “Other” was answer to Ethnicity.

Intake will save if required fields are incomplete, but the student’s record will show errors until missing info is added.

InTERS Teacher Website – Intake Page 2: Demographic Data

[Save & Next](#)

Demographic Data - [REDACTED]

Program Location: -- No Selection --

Home Location: ABE All Programs

Teacher of Record: -- No Selection --

Application Date: []

US Citizen: Yes No

Employment Status: Employed Seeking Employment Not In The Labor Force

Education Status: -- No Selection --

Prev Schooling Location: US Based Non-US Based

Last Grade Completed: [0]

Last School Attended: []

Last Attend Date: []

High School Exit On File: Yes No

Parent Signature: Yes No

Demographics

Impairments (physical, mental or learning): Yes No

Lives in urban area (city): Yes No

Lives in rural area (outside city): Yes No

Receives public assistance: Yes No

Low income: Yes No

Displaced homemaker: Yes No

Single parent: Yes No

Dislocated worker: Yes No

Current Enrollment Type: -- No Selection --

Resident Institution: -- No Selection --

Method Found: -- No Selection --

Previous IEP: Yes No IEP Date: []

Current IEP: Yes No [View IEP](#)

Barriers Affecting Learner's Progress

Home Location: The location where the student will be primarily attending classes (like a High School homeroom).

Employment Status: “Not In The Labor Force” is for students who have retired or have a long-term disability that prevents them from being able to work.

Education Status: Record the student’s highest level of educational attainment.

Previous Schooling Location: Defaults to “U.S. Based”.

Last School Attended: Select from list or type in if known.

High School Exit On File: Answer is required if the student is younger than 18.

Current Enrollment Type: Adult Basic Education is the most common answer. Other options include Adult Secondary Education, Community Corrections, Correctional Facilities, English as a Second Language, Family Literacy, Homeless Program, Other Institutional Program, Work-based Project & Workplace Literacy.

Resident Institution: Only applies if student lives at education location (prison, shelters, etc...).

Method Found: Not required info, but helpful to better market Adult Education services.

Intake will save if required fields are incomplete, but the student’s record will show errors until missing info is added.

InTERS Teacher Website – Intake Page 3: Testing



Save & Next

Testing - [REDACTED]

	Date Taken	Test	Raw Score	Scale	Grade	EFL	Gain	Hours	Days	Notes	
<input type="checkbox"/>	Edit										Swap

Secondary Credits: Add Test Delete Selected Current EFL: _____

Date	Grade	Credits
TotalCredits: -		
ASC Type <input type="radio"/> Day School <input type="radio"/> Withdrawn		
Date:	<input type="text"/>	<input type="text"/>
Grade:	-- No Selection --	<input type="text"/>
Credits:	<input type="text"/>	<input type="text"/>
<input type="button" value="Add Credits"/>		

Focus Subject: -- No Selection --

GED

	Practice	Actual
Writing	<input type="checkbox"/>	<input type="checkbox"/>
Social Studies	<input type="checkbox"/>	<input type="checkbox"/>
Science	<input type="checkbox"/>	<input type="checkbox"/>
Reading	<input type="checkbox"/>	<input type="checkbox"/>
Math	<input type="checkbox"/>	<input type="checkbox"/>
Pass/Fail	<input type="radio"/> P <input checked="" type="radio"/> F	<input type="radio"/> P <input checked="" type="radio"/> F
Passed GED On	<input type="text" value="--"/>	

Reimbursement Status for 20132014:

Reimbursement	Weeks	Amount	Paid?
Work Indiana:			
Trans PostSec:			
GED Attainment:			
High ABE Bundle:			
Int ABE Bundle:			
Low ABE Bundle:			
ESL Int Adv Bundle:			
ESL Low Bundle:			
ESL Lit Bundle:			
Enrolled:			
ASC:			
Total:			

To add a pre-test result, click on either the “Edit” box near the top of the page or the “Add Test” button.

Test Editor - [REDACTED]

Test Date:

Test Code:

Test Form:

Test Series:

Test Level:

Test Subject:

Raw Score:

Scale Score:

Grade Equiv:

EFL:

Test Date: Defaults to today’s date.

Test Code: Options include Locator, PreTest & PostTest.

Test Form: Options include TABE, CLAS-E, CASAS, WKEYS & SURV. TABE and SURV both refer to forms of the TABE test. TABE is for the full battery and SURV is for the shorter survey test.

Test Series: 9 & 10 for TABE and SURV, A & B for CLAS-E, W for WKEYS.

Test Level: L, E, M, D & A for TABE and SURV, 1-4 for CLAS-E.

Test Subject: 4 options for TABE and SURV, 3 for CLAS-E, 7 for WKEYS.

Raw Score: Number of correct answers scored for corresponding Test Subject.

Scale Score, Grade Equiv & EFL will automatically calculate once all above information is added.

Remember that pre-test results must be entered by the time students hit their 12th hour of attendance.

Total Credits & ASC Type are for students enrolled in Adult Secondary Credit Programs only. If the new student is not enrolling into one of those programs, leave these fields blank.

InTERS Teacher Website – Intake Page 4: Attendance



Save & Next

Attendance - [REDACTED]

Courses:

	Course	Location	Total Hours	Distance
1	[006] AKS Chamberlin	AK Smith Career Center	0	

Attendance:

Total Hours: 0

	Attend Date	Hours Attended	Distance
1			

Enrollment - [006] AKS Chamberlin

EL Civics

Completed

Add Attendance for Student

Attendance Date:

Hours Attended:

Distance

If student has already attended class when intake is being entered, attendance can be recorded on this final page of intake using the “Add Attendance for Student” box in the lower right corner of this screen.