

Confidential
Indy Reads Student Data Sheet

1. Meeting Date/Location:		2. Interviewer's Name:	
3. Student's First Name:		4. M.I.:	5. Last Name:
6. Street Address:			
7. City:	8. State:	9. Zip Code:	
10. (H) Phone:	11. (W) Phone:	12. Cell Phone:	
13. Privacy or other instructions when calling:			
14. Best time to call:		15. Email:	
16. Emergency Contact/Relationship/Phone:			
17. How did you hear about Indy Reads? (ex. library, employer, friend, etc.)			
18. Specific name of source: (ex. Wayne Library, Employer's name, etc.)			
19. Date of birth: (mo./day/year)	20. Gender: <i>Male Female</i>	21. Birthplace: (city, state or native country)	

Personal Information

(Please circle student's responses.)

22. Registered voter? <i>yes no</i>	23. Do you receive public assistance? <i>yes-TANF yes-other no</i>
24. Ethnic Group: <i>American Indian/Alaskan Asian / Pacific Islander Black (non-Hispanic) Hispanic White (non-Hispanic) Other _____</i>	25. Income: <i>not available/not given less than \$10,000 \$10,000-19,000 \$20,000-29,000 \$30,000-39,000 \$40,000-49,000 \$50,000 +</i>

Work Information

26. Are you working? <i>Full Time</i> (circle response) <i>Part Time</i> <i>Retired</i> <i>Unemployed</i> <i>Not looking for work</i> <i>Unavailable for work</i>	27. Occupation:
	28. Employer:

Education Information

29. Last grade completed:	30. Last school attended, city, state:
31. Were you ever held back a grade? When?	32. Why did you leave school?
33. In school, were you ever in a: Special reading room? A resource room? A special education program?	34. Have you been in any other literacy programs? If so, where?

Family Information

35. Marital Status:	
36. Number of Children:	37. Number of children under 18:

Languages Spoken

(Only for languages OTHER than English) Place a checkmark in the appropriate boxes.

38. Language	Read	Write	Speak	Native Language	Fluent	Needs Improvement

Other Information

(Please circle appropriate response(s).)

39. Do you have a: <i>Library card</i> <i>VCR/DVD player</i> <i>Personal computer</i>	40.. Note to interviewer: Have you gone through the <i>Indy Reads Code of Conduct</i> with the student? yes no
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Short-term Goals

(Please circle top **TWO or THREE** areas where student wants help with reading/writing/speaking)

41. <i>Read a newspaper</i> <i>Read the Bible</i> <i>Get driver's license</i> <i>Read more to child</i> <i>Complete forms</i> <i>Complete applications</i> <i>Use a computer/email</i>	<i>Read/write correspondence</i> <i>Register to vote</i> <i>Get a job</i> <i>Be more involved in child's school</i> <i>Read directions/instructions</i> <i>Improve conversation skills</i> <i>Improve basic skills</i>	<i>Get GED</i> <i>Get U.S. Citizenship</i> <i>Get off public assistance</i> <i>Be an example for children</i> Other _____
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Required Questions

42. Are you here because you want to be, or is someone making you come?
43. Other than traffic violations, have you been convicted of a violent crime or sexual offense? Date and offense: _____

Assignment Information

(please circle as appropriate)

44. Times: <i>Mornings (10:00 a.m.-noon)</i> <i>Afternoons (noon-5:00 p.m.)</i> <i>Evenings (5:00-9:00 p.m.)</i> Days: <i>Any</i> <i>Monday</i> <i>Tuesday</i> <i>Wednesday</i> <i>Thursday</i> <i>Friday</i> <i>Saturday</i> <i>Sunday</i>	45. Tutoring location: (if possible, choose more than ONE) <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><i>Central Library</i></td> <td style="width: 50%;"><i>Haughville</i></td> </tr> <tr> <td><i>Library Services Center</i></td> <td><i>Irvington</i></td> </tr> <tr> <td><i>Brightwood</i></td> <td><i>Lawrence</i></td> </tr> <tr> <td><i>College</i></td> <td><i>Nora</i></td> </tr> <tr> <td><i>Decatur</i></td> <td><i>Pike</i></td> </tr> <tr> <td><i>Eagle</i></td> <td><i>Shelby</i></td> </tr> <tr> <td><i>East Washington</i></td> <td><i>Southport</i></td> </tr> <tr> <td><i>East 38th Street</i></td> <td><i>Spades Park</i></td> </tr> <tr> <td><i>Flanner House</i></td> <td><i>Warren</i></td> </tr> <tr> <td><i>Fountain Square</i></td> <td><i>Wayne</i></td> </tr> <tr> <td><i>Franklin Road</i></td> <td><i>West Indianapolis</i></td> </tr> <tr> <td><i>Glendale</i></td> <td><i>Other Locations:</i></td> </tr> </table>	<i>Central Library</i>	<i>Haughville</i>	<i>Library Services Center</i>	<i>Irvington</i>	<i>Brightwood</i>	<i>Lawrence</i>	<i>College</i>	<i>Nora</i>	<i>Decatur</i>	<i>Pike</i>	<i>Eagle</i>	<i>Shelby</i>	<i>East Washington</i>	<i>Southport</i>	<i>East 38th Street</i>	<i>Spades Park</i>	<i>Flanner House</i>	<i>Warren</i>	<i>Fountain Square</i>	<i>Wayne</i>	<i>Franklin Road</i>	<i>West Indianapolis</i>	<i>Glendale</i>	<i>Other Locations:</i>
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46. How will you get to and from your tutoring sessions? <i>Car</i> <i>Public Transportation</i> <i>Walk</i> <i>Other</i> _____ <i>None</i>	47. Do you have a preference for a tutor? <div style="text-align: center;"> <i>Male</i> <i>Female</i> </div> Ethnicity: _____ Age Range: _____																								
48. Date of upcoming orientation student wants to attend: (if student is undecided, please have them call Indy Reads at 275-4038)																									
49. Other thoughts, observations, etc. Do you feel this student is a good fit for the Indy Reads program? Please explain. _____ _____ _____ _____ _____																									

Post-Interview Observations

(Interviewers: Please complete after the interview has ended. When finished, please return to the Indy Reads office in inter-office mail.)

48. Did the student need someone else to give you basic information such as name, address or phone number? If yes, who helped and what information did they help fill in? _____

49. Did someone accompany the student to the interview? If yes, what is their relationship to the student and why did they attend? _____

50. Did the student indicate that someone else told them they needed to be in the program (ex. parole officer, caseworker, etc.)? If yes, who referred them? _____

51. Did the student indicate that they wanted to be in the program? Or, is the student just doing what he/she was told to do? _____

52. Does the student live in a group home or assisted living residence? If yes, please list a staff member and a phone number whom Indy Reads can contact. _____

53. Did the student bring children to the interview? _____

54. Was the student late? If yes, what was the explanation? _____

55. Did the student miss previous appointments for an interview? If yes, please explain. _____

Indy Reads

Student/Volunteer Code of Conduct Agreement

As an Indy Reads Student/Volunteer, I Will:

- Represent Indy Reads with professionalism, dignity and pride, and be responsible for conducting myself with courtesy and appropriate behavior.
- Follow through and complete accepted tasks.
- Conduct myself in a respectful manner, exhibit good conduct, and be a positive role model.
- Display respect and courtesy for employees, other volunteers, program participants, visitors, students and property.
- Provide a safe environment by not harming anyone in any way, whether through discrimination, sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful actions.
- Respect the privacy of persons served by the organization and hold in confidence sensitive, private and personal information.
- Keep Indy Reads staff informed of progress, concerns and problems.
- Work cooperatively as a team member with employees, students and volunteers.
- Respect and follow Indy Reads policies and program expectations.
- Keep personal opinions and actions separate from those made as a representative of this organization.
- Avoid conduct, both on and off duty, that would jeopardize Indy Reads in any way.
- Promote and support Indy Reads in developing effective programs.
- Seek training for my volunteer role by participating in meetings, self-study, or other training opportunities to help me work more effectively with my student and other appropriate audiences (volunteers only).

And, as an Indy Reads Student/Volunteer, I Will Not:

- Use vulgar or inappropriate language.
- Solicit gratuities or gifts for personal or professional benefit.
- Use or be under the influence of illegal drugs.
- Discriminate on the basis of race, color, religion, sex, age, national origin, marital status or disability, or sexual orientation.

I understand and agree to abide by the Indy Reads Student/Volunteer Code of Conduct.

Signature

Date