

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 (optional)

(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. What are the names of your spouse and children or dependents?					
Last Name	First Name	Birthday	Sex	Relationship	Language

Languages Spoken

(Only for ESL students) Place a checkmark in the appropriate boxes.

36. Language	Read	Write	Speak	Native Language	Fluent	Needs Improvement

Other Information

(Please circle appropriate response(s).)

37. Do you have a: <i>Library card</i> <i>VCR/DVD player</i> <i>Audio recorder</i> <i>Personal computer</i>	38. Note to interviewer: Have you gone through the <i>Indy Reads Student Handbook</i> with the student? <div style="text-align: center;">yes no</div>
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Short-term Goals

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

39. <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>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>Get GED</i> <i>Get U.S. Citizenship</i> <i>Get off public assistance</i> <i>Be an example for children</i> <i>Other _____</i>
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Required Questions

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

Assignment Information

(please circle as appropriate)

42. 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>	43. Tutoring location: (if possible, choose more than ONE) <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><i>Library Services Center</i></td> <td style="width: 50%;"><i>Haughville</i></td> </tr> <tr> <td><i>Brightwood</i></td> <td><i>Irvington</i></td> </tr> <tr> <td><i>College</i></td> <td><i>Lawrence</i></td> </tr> <tr> <td><i>Decatur</i></td> <td><i>Nora</i></td> </tr> <tr> <td><i>Eagle</i></td> <td><i>Pike</i></td> </tr> <tr> <td><i>East Washington</i></td> <td><i>Shelby</i></td> </tr> <tr> <td><i>East 38th Street</i></td> <td><i>Southport</i></td> </tr> <tr> <td><i>Flanner House</i></td> <td><i>Spades Park</i></td> </tr> <tr> <td><i>Fountain Square</i></td> <td><i>Warren</i></td> </tr> <tr> <td><i>Franklin Road</i></td> <td><i>Wayne</i></td> </tr> <tr> <td><i>Glendale</i></td> <td><i>West Indianapolis</i></td> </tr> </table>	<i>Library Services Center</i>	<i>Haughville</i>	<i>Brightwood</i>	<i>Irvington</i>	<i>College</i>	<i>Lawrence</i>	<i>Decatur</i>	<i>Nora</i>	<i>Eagle</i>	<i>Pike</i>	<i>East Washington</i>	<i>Shelby</i>	<i>East 38th Street</i>	<i>Southport</i>	<i>Flanner House</i>	<i>Spades Park</i>	<i>Fountain Square</i>	<i>Warren</i>	<i>Franklin Road</i>	<i>Wayne</i>	<i>Glendale</i>	<i>West Indianapolis</i>
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44. 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>	45. Do you have a preference for a tutor? <div style="text-align: center;"> <i>Male</i> <i>Female</i> </div> Ethnicity: _____ Age Range: _____																						
46. Date of upcoming orientation student wants to attend: (if student is undecided, please have them call Indy Reads at 275-4038)																							
47. 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. _____
