

Learner Checklist

Learner Name: _____

Initial Meeting

- Initial Learner assessment
- Release of Information
- Literacy Report (Summary)
- Eligible for LBS: Yes _____ No _____
- Referral to another LBS or community agency: _____
- Referral from another LBS or community agency: _____

Intake

- Participant Registration Form
- Learner confidentiality Agreement
- Learning Agreement
- Learner Supports Form
- Learning Styles Quiz
- Learner Plan

Ongoing Progress

- OALCF Tracking Sheet(s) (every 6 - 12 weeks)
- Progress Activities or OALCF Demonstration Tasks
- Milestone Activities (max. every 90 days)

Exit

- Culminating Tasks
- Exit Checklists (ESKARGO)
- Exit Checklists (goal specific)
- Exit/Follow-Up Form
- Referral to: _____