

## The Literacy/ESL Module

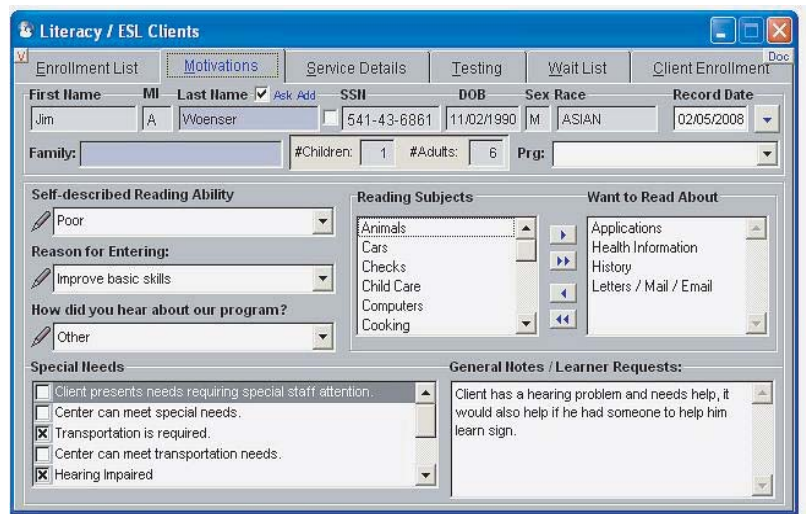
gives your agency accurate and efficient management of this department. It focuses on literacy programs, scheduling, personnel (volunteers, staff, professional), funding sources, program locations, client goals and outcomes. This module provides detailed information on enrollment, motivation, service details (hours of tutoring, instruction type), testing results and wait lists.

## Tracking Volunteers

CSST is able to track your volunteers, their strengths/skills, interests, needs and general information about each person's past work and volunteer experience.



## LITERACY/ESL CLIENTS



**Literacy / ESL Clients**

Enrollment List | Motivations | Service Details | Testing | Wait List | Client Enrollment

First Name	MI	Last Name	Ask Add	SSN	DOB	Sex	Race	Record Date
Jim	A	Woenser		541-43-6861	11/02/1990	M	ASIAN	02/05/2008

Family: [ ] #Children: 1 #Adults: 6 Prg: [ ]

**Self-described Reading Ability:** Poor

**Reason for Entering:** Improve basic skills

**How did you hear about our program?:** Other

**Special Needs:**

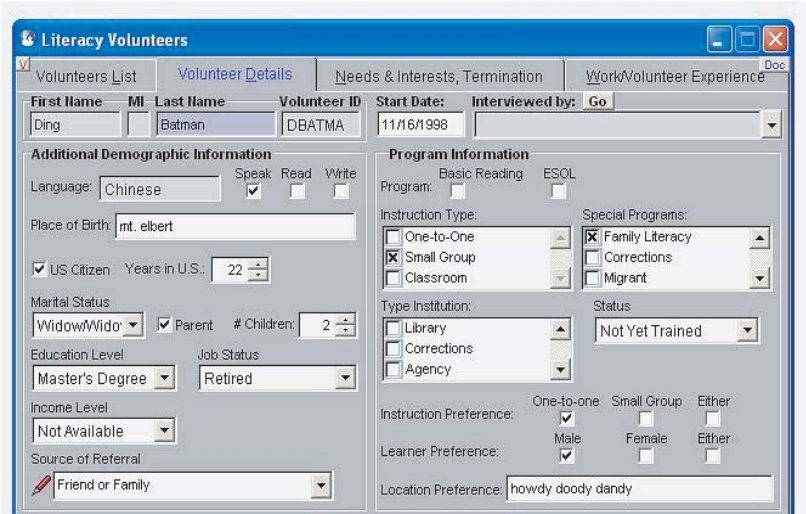
- Client presents needs requiring special staff attention.
- Center can meet special needs.
- Transportation is required.
- Center can meet transportation needs.
- Hearing Impaired

**Reading Subjects:** Animals, Cars, Checks, Child Care, Computers, Cooking

**Want to Read About:** Applications, Health Information, History, Letters / Mail / Email

**General Notes / Learner Requests:** Client has a hearing problem and needs help, it would also help if he had someone to help him learn sign.

## LITERACY VOLUNTEERS



**Literacy Volunteers**

Volunteers List | Volunteer Details | Needs & Interests, Termination | Work/Volunteer Experience

First Name	MI	Last Name	Volunteer ID	Start Date	Interviewed by:	Go
Ding		Batman	DBATMA	11/16/1998		

**Additional Demographic Information:**

Language: Chinese (Speak  Read  Write )

Place of Birth: mt. elbert

US Citizen Years in U.S.: 22

Marital Status: Widow/Widow  Parent # Children: 2

Education Level: Master's Degree Job Status: Retired

Income Level: Not Available

Source of Referral: Friend or Family

**Program Information:**

Program: Basic Reading  ESOL

Instruction Type:  One-to-One  Family Literacy  Corrections  Classroom  Migrant

Type Institution:  Library  Corrections  Agency

Status: Not Yet Trained

Instruction Preference:  One-to-one  Small Group  Either

Learner Preference:  Male  Female  Either

Location Preference: howdy doody dandy

856-793-3820