

New Learner Processing Flow Chart

Step 1: Program Coordinator and Student

Complete Learner
Registration Form
(usually over the phone)

Set appointment to do
initial assessment.

Step 2: Program Coordinator

Enter Registration Form data into the
Matrix Database.

Step 3: Program Coordinator and Student

Meet with learner to do
assessment (approx. 1 hr.)

Step 4: Program Coordinator

Prepare assessment summary. Create file
folder for the library with original student
intake papers, assessment summary, and
assessment booklets.

Step 5: Program Coordinator

Enter assessment data into
the Matrix database.

Step 6: Program Coordinator and Tutor

Search available tutors list and call one who might be available. Describe student to tutor. The tutor decides whether to tutor the student or not.

Tutor Says "Yes"

Program Coordinator

Send student information to tutor. Update the student's status to "Participating" and set up a "pair" group.

Tutor Says "No"

Program Coordinator

Go back to Step 6 and repeat the search for a tutor.

Step 7: Tutor

Make tutoring arrangements with student. Tutor will send in monthly Tutor Reports showing tutoring activity.