**Document Review Process for Foundations and LINC**

This process specifically applies to those students who do not need a Foundations assessment; instead, they have a document which shows their current English level – usually a LINC benchmark, a Foundations report card or an IELTS assessment – which needs to be reviewed.

**STEPS**

Student calls CE

Ask if they have a profile

* Yes – review the profile with the student, confirm information, send template email “Document Review for Literacy Foundations” from ceaccounts
* No – explain the process and send them the template email from ceaccounts

Once e-mail is received from the student with documents attached

Check for existing profile

* Yes – verify information is still correct, update as required
* No – create new profile based on documentation provided
* Verify LINC document is dated within two years; Foundations report within one year

Call student

* Review profile with student and update any missing information (alternate names, home language, grad status, email preference, additional phone #s, etc)
* Fee – confirm document for review is valid and process payment for $15 document review fee

Forward document showing student English level to Jo-Ann Dykstra for review

* Jo-Ann will review the document, assign a level and forward the email to Cindy

Class Placement

* Cindy will review the email from Jo-Ann and will either register or waitlist the student in a class and will contact the student with this information