



**REFERRAL TO LITERACY COUNCIL OF FREDERICK COUNTY**

**110 E Patrick Street • Frederick, Maryland 21701**

**(301) 600-2066 • [info@frederickliteracy.org](mailto:info@frederickliteracy.org)**

Today's Date: \_\_\_\_\_ (mm/dd/year)

\_\_\_\_\_  
Last Name First name Middle Name

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth and Age: \_\_\_\_\_

Basic Literacy (Native English Speaker)  ESL (English as a Second Language)

Employment Status:

Full-time  Part-time  Unemployed  Not looking for work

Does the person you are referring live or work in Frederick County?  Yes  No

Person making referral: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Referring Agency: \_\_\_\_\_

How did you hear about the Literacy Council?

Church  Current Volunteer  Employer  Friend/Family  LCFC Website

Library  Newspaper  Pamphlet/Brochure/Poster  Social Media

Special Event  TV/Radio  Other: \_\_\_\_\_

**What services are being requested?**

One-to-One or Small Group Tutoring  Community Classes  Parent Literacy

Workplace Literacy

**Any additional information about individual's or family's needs:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of referred individual: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of person making referral: \_\_\_\_\_ Date: \_\_\_\_\_

## Literacy Council of Frederick County Program Information

### **TUTORING PROGRAM:**

#### ***ESL***

Our trained volunteer tutors work one-to-one or in small groups with adults who want to learn English. This approach ensures that students learn at their own pace and that lessons are tailored to their particular needs. Priority is given to those who are at the lowest levels of English proficiency or who have work schedules that keep them from attending ESL classes elsewhere. Students learn spoken English first, then reading and writing. Tutor-student pairs meet at a time and place outside the home convenient for them. Tutoring is confidential and free, although students are asked to pay for their books if they can.

#### ***Basic Literacy***

Our trained volunteer tutors work one-to-one with adults who speak English but need to improve their skills in reading and writing. This ensures that students can learn at their own pace and that lessons can be tailored to their particular needs. Student-tutor pairs meet at a time and place outside the home convenient for them. Tutoring is confidential and free, although students are asked to pay for their books if they can.

### **COMMUNITY CLASSES:**

Adult learners who know some English and want to practice speaking idiomatic American English benefit from the friendly, mutually supportive settings of our Conversation Classes. We also offer classes that focus on beginning literacy, listening, speaking, reading, pronunciation, writing, and beginning computer skills. These small classes meet at the Literacy Council office or other public places of choosing. Classes are free.

### **PARENT LITERACY:**

The Parent Literacy Program works with five FCPS elementary schools and Judy Centers to provide tutoring and classes for parents of children enrolled in these schools. In addition, the Literacy Council actively participates in family literacy and other community engagement events with the schools to raise awareness about literacy programs.

### **WORKPLACE LITERACY:**

The Literacy Council's Workplace Literacy Program is currently reaching employers in Frederick County from the hospitality, tourism, and manufacturing industries to provide English language classes for their employees. If you are interested in more information about this program for your place of business, please contact us.

## GUIDELINES ON ADULTS WE CAN SERVE

- People who live or work in Frederick County
- Adults aged 18 and over
- English speakers who need help with reading, writing, and spelling
- English language learners who need help speaking, reading, or writing English
- Our programs are tailored to best serve beginner-intermediate level learners. We have a few classes for high level learners, but mainly refer adults at higher levels to other available resources through FCC and the community.
- Learning Disabilities: Some adults referred to the Literacy Council have learning disabilities that went undiagnosed in school. Our tutors have been trained to teach adult learners who have mild to moderate disabilities related to reading. Experience has taught us that adults with more severe learning or cognitive disabilities do not make meaningful progress in our program.

## NEXT STEPS

1. We will send an email to the referred adult with a link to our online registration form. Please include a note that the adult has been referred by another agency and the name of the agency on the form.
2. After completing the form, there will be a link to pay a \$20 registration fee. **THIS FEE IS WAIVED FOR ANY ADULT REFERRED BY AN OUTSIDE AGENCY. REFERRED STUDENTS DO NOT NEED TO PAY THE FEE.**
3. The adult will receive an email asking to schedule a 1 hour long virtual intake assessment. This appointment is required for all new students and will be used to assess their level of English and determine which programs they are eligible for.
4. After the assessment, the adult will be emailed with our recommendations and be put on a waiting list.

## NOTE:

**Adults will be put on a waiting list before they can participate in our programs. Our ability to place adults in our programs is dependent on the availability of volunteer tutors and class instructors.**

Revised April 2023

