

Information and Referral Report

Prepared by	Sara Gill	August 14, 2013	
Personal Background			
Name	Susie Q	Phone	905-555-5555
Email Address	SusieQ@gmail.com		
Verbal Authorization to Share with Referring Agency	Y		
Income	Employed	Other	N/A
Grade Completed	Grade 12 or equivalent (GED/ACE)	Details	Rushed to complete Grade 12 as she missed a lot of the year so took Essential and Locally Developed credits.
Relevant Information	Susie lives in Stoney Creek and would like to upgrade and take credits close to home if possible. She is working varying shifts so will have to fit her school schedule around that.		
Employment Goal	Insurance Agent (NOC 6231)		
Education Goal	Credit Upgrades, Insurance Diploma (Mohawk College - January 2014 start)		
Notes	Susie feels that she needs some upgrading before going back into credit studies.		
Needed	Referral Options	Agency	Phone
<input checked="" type="checkbox"/>	Literacy and Basic Skills (LBS) Refer clients who <ul style="list-style-type: none"> require upgrading based on literacy screening report difficulty with reading, writing or math are unsure of their skills 	St. Charles Adult and Continuing Education (Centralized Intake, Multiple Locations)	905-577-0555