



### Academic & Career Preparation – File Check List

Learner Name: \_\_\_\_\_

Goal: \_\_\_\_\_ LStyle: \_\_\_\_\_ Referral In: \_\_\_\_\_

Postsecondary   Employment   Apprenticeship

#### Georgian

- 1. Banner TERMS/CRN'S/
- 2. Release of Info Sheet
- 3. Computer Sheet
  
- 4. Suitability Sheet
  
- 5. Survey Sheet
  
- 6. Case Notes  
Correspondence
  
- 7. Assessment/ACP  
Summary
  
- Book Agreement Yes/No
  
- Book Agreement Returned  
Yes/ No
  
- 8. Print Tracking &  
Monitoring Sheets
  
- 9. Banner Exit/SFARHST  
Report
  
- Move active e-file to closed

\_\_\_\_\_

CLERK \_\_\_\_\_ AUO \_\_\_\_\_

#### MTCU

- 1. Participant Registration  
Form
  
- PRF in CaMS
  
- 2. Learner Plan - Signed
  
- 3. Referrals In/Out
  
- 4. Training Support Doc
  
- 5. Milestone # \_\_\_\_\_  
\_\_\_\_\_
  
- 6. Culminating Task Yes/No
  
- 7. Print ELP/Exit in EOIS
  
- 8. Exit/Follow-Up Papers
  
- After 12 Month Follow-Up
- Take out excess papers and  
file away in storage

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