**Reading Lab: Class Visit Assignment Form Quarter:** FA WI SP SU  **YR: \_\_\_\_**

Please highlight your answers in yellow. **Return this form as an attachment to** **readinglab@bellevuecollege.edu**

**Instructor Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Dept.**: ENG ELI ESL ABE GED Other:

**Class Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Class #:** \_\_\_\_\_\_\_\_\_\_\_ **Class Item #:**  \_\_\_\_\_\_\_\_\_

**Lab Orientation:** All students must complete a Reading Lab orientation prior to working in the Lab

M T W Th F Sa Su **Date:** **Time:** from to **# of Students in the Class:** \_\_\_

**Weekly class visits?** Y N **Day**: M TW Th F Sat Sun **Time:** **Start Date:** \_\_\_\_\_\_**End Date:** \_\_\_\_\_\_

**# of Individual Student Visits Required per quarter (other than class visits):** \_\_\_\_**Time per Visit:**\_\_\_\_min

**Send Class Roster to** readinglab@bellevuecollege.edu & include student names and SID#s

 Please send this as soon as it is available to you so that instructors can prepare for the orientation

**Reading Lab Programs-**All students who work in the Reading Lab are expected to work on a combination of Reading Comprehension, Reading Speed, and Vocabulary.

* Please check (below) whether you would like to have your students take the Reading Plus Assessment test or to have the Reading Lab Instructors set a starting level in the Reading Comprehension and Vocabulary programs at a level that is most appropriate for the reading level of your class. For lower level students, the test may take anywhere from 1 ½ to 3 hours.

Reading Plus: assessment test \_\_\_\_\_ **OR** Set reading comprehension & vocabulary levels \_\_\_\_\_

\*If\* you know the programs and levels you would like to have your students to start with, please write it here:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* If your students are above ESL Level 6 or ELI R5, we suggest students begin using the Townsend Press vocabulary program.

**Student Folders-** Class instructors are welcome and encouraged to come to the Reading Lab (D202)--at least once per quarter--to check on their students’ work, progress, number and length of visits any time the Reading Lab is open.

**NOTES:**