SAMPLE INDIVIDUAL CHECKLIST

Illinois English Literacy/Civics Education (EL/CE) Competencies Students Must Be Able to Demonstrate These in English

Student Name:

ID # _____

Program: _____ Class Level: _____

Teacher Signature: _____

Documentation Codes
T O = Teacher Observation
O R = Oral Response/Report
W E = Written Evidence
O = Other – Specify in "Other" Column

Code	EL/Civics Competency			
The De	emocratic Process (DP)	Date Demonstrated	Documentation Code	Other Documentation
DP1.	Identify the basic rights of immigrants and U.S. citizens.			
DP2.	Define and explain the importance of voting.			
DP3.	List the requirements for voting in their communities.			
DP4.	Identify the titles of executive leaders of national, state, and local government.			
DP5.	Identify the legislative leaders of national, state, and local government.			
DP6.	Identify various courts of the judicial system (e.g., traffic court, small claims court, Supreme Court).			
DP7.	Identify ways to contact their elected leaders.			
DP8.	Contact an elected official to express their opinions.			
DP9.	Participate in a decision-making process in their communities (e.g., by attending a local government meeting, by signing a petition, by sending a letter or email).			
	unity Resources (CR)			
CR1.	Distinguish between emergency and non-emergency situations and make a list of the corresponding telephone numbers to call for help.			
CR2.	Call 911 or other police/fire emergency telephone numbers to report an emergency.			
CR3.	State the laws regarding safe transportation of themselves and their children (e.g., proper use of restraints) in motor vehicles.			
CR4.	Read Common traffic and pedestrian signs.			
CR5.	Identify or participate in community safety education programs (e.g., Neighborhood Watch, crime prevention or CPR classes).			
CR6.	Identify social services available in the community (e.g., elder care, food pantries, transportation for disabled residents).			
CR7.	Locate, visit or use a public library in the community and, if applicable, apply for a library card.			
CR8.	Identify opportunities for volunteer work in the community.			
CR9.	Use appropriate language and behavior if stopped by the police			
CR10.	Identify situations in which they are entitled to interpreter services (e.g., health clinics, courts, 911).			

SC1. Identify how schools are organized in the U.S. school system (i.e., preschool through college). SC2. Identify the ages of children that public schools are required to serve. SC3. Identify the organization of grades and schools within their 	Code	EL/Civics Competency]	
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SC2. Identify the ages of children that public schools	SC1.			
SC3. Identify the organization of grades and schools within their local school districts. Identify the organization of grades and schools within their local school districts. SC4. Explain the function of school boards. Identify the organization of school boards. SC5. Differentiate between public and private schools. Identify tways in which parents and community members can participate in schools and interact with school personnel. SC8. Identify additional services available to students in local school districts (e.g., extracurricular activites, lunch programs, accommodations for disabilities). SC9. Identify sources of financial assistance for education. Health and Wellness (HW) HW1. Explain the difference between public and private health care. HW2. Locate public health services in their communities and/or complete an application. HW4. Explain the importance of good nutrition and where to find information about it. HW5. Explain the importance of physical fitness and locate fitness programs in their communities. HW7. Explain the importance of or crisis services including densetic violence, child abuse, substance abuse, and mental health HW8. Identify community resources for crisis services including domestic violence, child abuse, substance abuse, and mental health issues. Identify trap organis in the communities (e.g., rental, purchase, shelter). <td>SC2.</td> <td>Identify the ages of children that public schools</td> <td></td> <td></td>	SC2.	Identify the ages of children that public schools		
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HOQ Check the references of contractors or solicitors and/or report	HO8.			
a complaint against them.	HO9.	Check the references of contractors or solicitors and/or report a complaint against them.		

Code	EL/Civics Competency	
Emple	oyment (EM)	·
EM1.	Identify job titles, responsibilities, wages, and places of work	
EM2.	Identify job titles, responsibilities, wages, and places of work Describe common employee benefits (e.g., health care,	
	vacation, sick days).	
EM3.	Identify typical steps in obtaining a job.	
EM4.	Complete a job application (paper or online), resume, or cover	
	letter.	
EM5.	Identify local employment agencies, training agencies, and/or	
	resource centers.	
EM6.	Locate local job market information using the Internet (e.g.,	
	Illinoisworknet.com or other resources).	
EM7.	Identify typical and illegal job interview questions and how to	
	respond.	
EM8.	Describe the function of a labor union.	
EM9	Explain the rights that workers are entitled to (e.g., overtime	
	pay, breaks, safe work environment) and identify ways to	
	report violations.	
EM10	Read and interpret a pay stub.	
EM11	Read safety signs and instructions commonly found at work.	
EM12	Read and write basic work-related messages.	
EM13	Compare and contrast differences in U.S. workplace behavior	
	and communication with workplace behavior and	
EM14	communication in their native countries.	
	Describe ways employers may evaluate work performance.	
EM15	Identify opportunities to gain marketable skills and work	
	experience as a volunteer in a work setting.	
Cons	umer Economics (CE)	
CE1.	Locate financial service options (e.g., banks, check cashing	
021.	services) in their communities and describe services offered.	
CE2.	Describe the advantages and disadvantages of bank services	
	and check-cashing services.	
CE3.	Prepare a household budget.	
CE4.	Explain the role of credit in the U.S. economy (e.g., credit	
	cards, personal credit rating, interest rates).	
CE5.	Compare credit and debit cards.	
CE6.	Define identity theft and describe ways to protect against it.	
CE7.	Distinguish between legitimate and fraudulent mail, phone, and email solicitations.	
CE8.	Identify common consumer complaints and locate agencies to	
	help resolve them.	
CE9.	Identify services provided by notary publics in Illinois and locate notaries in their communities.	
CE10.	Describe types of insurance (e.g., car, home, life) and/or how to file a claim.	