

How are they different?

Centralized Managed Intake

- New student intake is conducted at a central location by a trained assessor, program director, teacher, or counselor.
- Student information is forwarded to teachers at individual class sites upon completion.

Onsite Managed Intake

- Student intake is conducted at each class site on a scheduled basis, usually by the teacher.

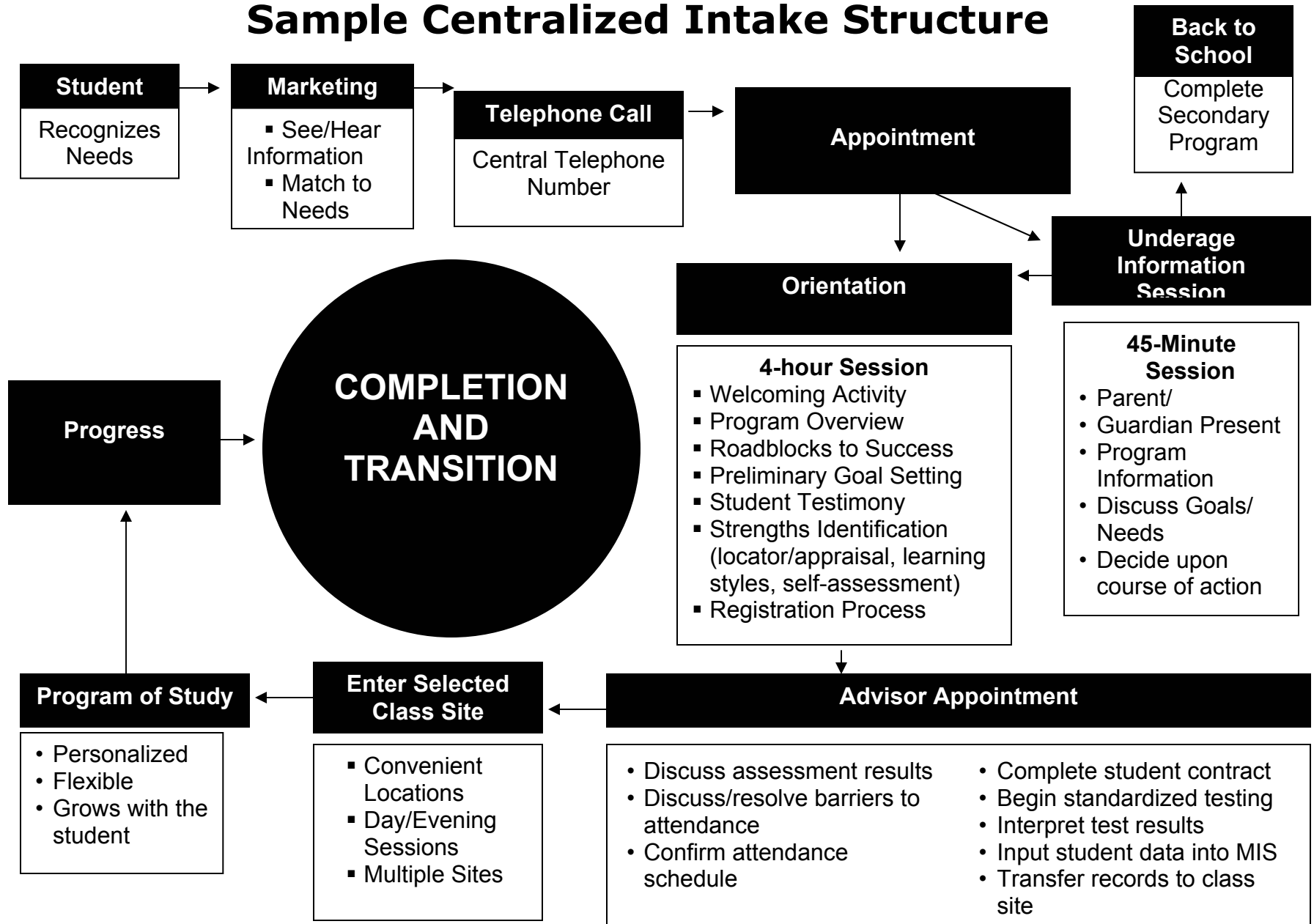
Which one should I use?

Both centralized and onsite managed intake have distinct advantages. You will need to decide which one best meets your needs and capacity. For example, you will want to consider if you have available staff to conduct centralized intake and the geographical size of your service area if you have several satellite classes. (Will a centralized location make it difficult for potential students to attend because of the travel distance?)

Advantages of Each

Centralized Managed Intake	Onsite Managed Intake
<ul style="list-style-type: none">• Provides more teaching time for the classroom teacher• Creates greater consistency with process and reporting procedures• Allows one individual to develop expertise in effective intake procedures• Promotes group dynamics and social network building	<ul style="list-style-type: none">• Allows teacher/student relationship to develop more quickly• Provides easier access for students to enroll (closer to home)• Eliminates possible waiting period for transfer of student records, forms, etc. to class site• Promotes group dynamics and social network building

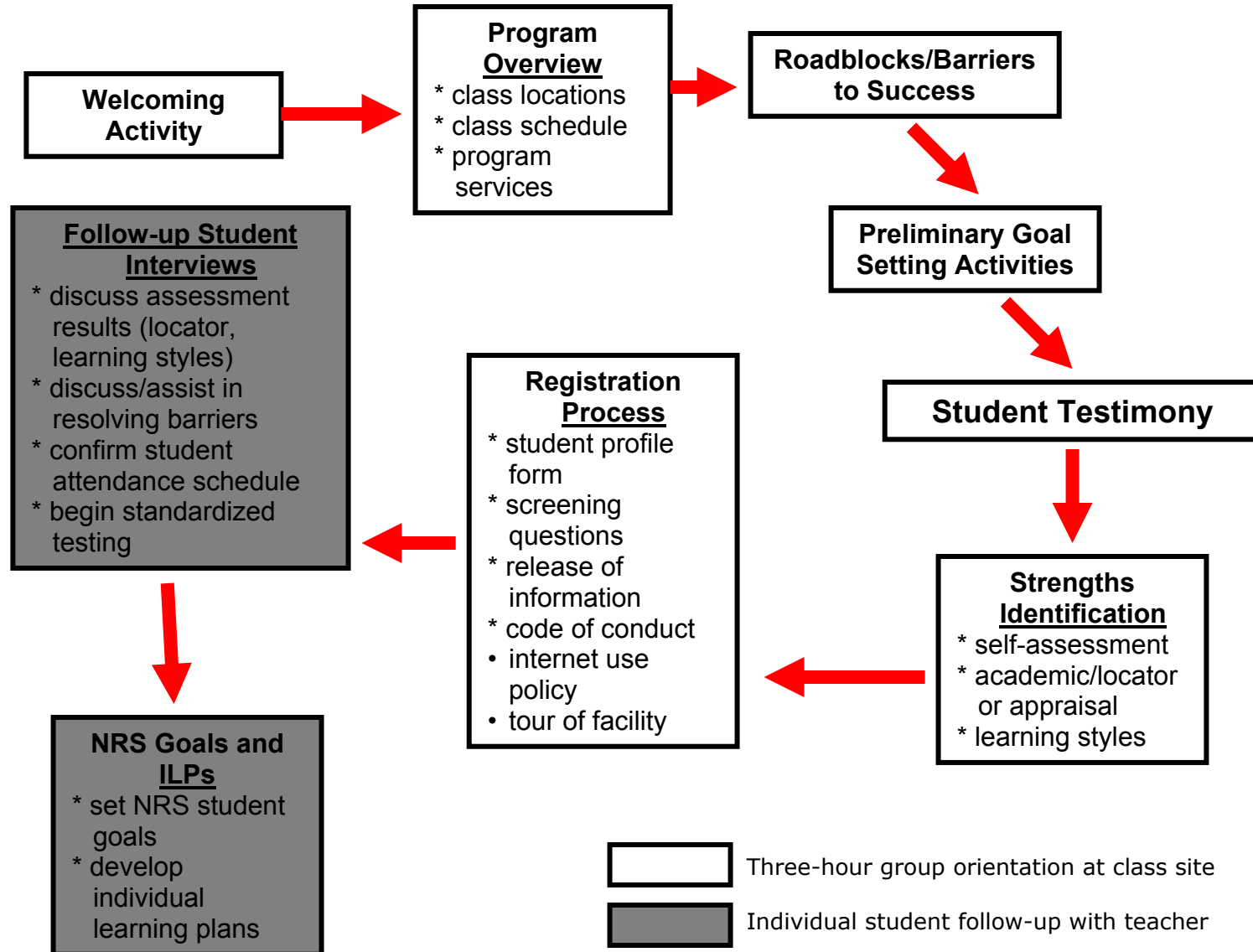
Sample Centralized Intake Structure



Helpful Hint 2.1

National Adult Education Professional Development Consortium

Sample Onsite Managed Intake Structure



Helpful Hint 2.1