Intake

- Student services should be centralized in one location for easiest student access
- Each student should meet with a counselor and form an educational plan
- Students should take an appropriate assessment relative to the program they are entering
- All students should receive an orientation (Orientations should be structured and scheduled in advance). Evaluation of frequency of orientations should be ongoing
- Career inventories should be administered before a student is enrolled in a CTE program (i.e. whodoyouwant2be.com, careercafe.com)

Ongoing Guidance/Support

Support for students after they have enrolled

- A comprehensive plan to monitor student progress should be implemented that includes, counseling staff, support staff and instructors
- Student advisory committee/student council should be assembled to get feedback from students and disseminate information to students
- Teachers should be given ongoing support from Student Support Services in dealing with student issues
- Student Support office should keep an updated Community Resource List available for students that need referrals
- Workshops should be regularly scheduled on a diverse set of topics (i.e. financial aid, identity theft, budgeting, college entrance requirements)

Support for students bridging across program areas

- Near the end of a student's current program, individual education plan should be updated and information should be made available
- Career interest inventories should be administered towards the completion of a Diploma or equivalency program
- Instructors and coordinators from different programs should be scheduled to speak with students from other programs to present opportunities
- Student Support staff should have updated knowledge and documentation regarding programs available in the geographic area and what the admissions requirements are

Completion

- Expectations of program are explained clearly before student begins program
- Commitment Letters/Contracts are agreed upon by student and counselor during enrollment process
- Student Services creates comprehensive Ed Plan with student before enrollment so student is aware of time-frame for completion
- Career Assessments are given before students enroll in the program to make sure aptitudes and interests line up
- Teachers monitor attendance and grades and refer students to counseling who may be struggling
- Academic Warning contracts are instituted by student services for students who are falling behind
- One on one counseling sessions revolve around "breaking destructive patterns" with the students to help identify potential barriers to completion
- Resource Lists are kept by student services and updated to provide students help in solving personal problems that can keep them from completing
- Classroom presentations are done surrounding "next steps"
- As students nears completion of diploma student services follows up to discuss "next steps"
- Potential Grad lists are created and monitored by student services for targeted follow-up

Placement: Employment/Post-Secondary

- Comprehensive Plan for placement services should be developed onsite
- Resume writing assistance
- Student's personal work history written
- Interview skills practiced
- Online job hunting tools taught
- Online repository of resources available to students (resume template, cover letter template, etc.)
- Application packet checklist
- Soft-skills focus
- Connect with AJCC's (ongoing collaboration, invite to meetings)
- Staff member assigned for follow-up with students