



ABC Adult School

Student Retention Plan

MISSION STATEMENT:

The Mission of ABC Adult School is to provide quality education to our diverse community with meaningful opportunities for success in career, academic, and personal goals.

VISION STATEMENT:

Students will develop confidence and self-reliance as they aspire to reach their full potential in life-long learning. We will cultivate our students' desire for learning, and encourage them to try new and exciting challenges by giving them a solid foundation to build on.

INTRODUCTION

ABC Adult School's Student Retention Plan outlines a structured approach to increasing student persistence and program completion across all CTE programs. The primary goal is to create a supportive, engaging, and responsive educational environment that meets the diverse needs of adult learners and prepares them for career success.

All staff members review this Plan annually at the Back to School Meeting, generally held each August, to measure efficiency and revise actions at the start of the next school year.

ACTIONS

- During CTE program orientations, the Final Aid Coordinator and Job Development Specialist will provide students with career advice to ensure they are entering the correct program the first time.
- The Dean of Students (Counselor) will support students throughout the CTE program.
- CTE instructors and support staff will reach out to students using the 3-Day Absence Rule, which identifies students who have missed three consecutive days on their schedule.
- Activities will support recruitment and community engagement efforts, including extensive marketing strategies.
- Results involving student retention, completion, and achievement rates will be shared with staff at the Back to School Meeting when evaluating the Student Retention Plan, at CTE Department meetings, and the Occupational Advisory meetings (for the specific occupation), as well as at the Institutional Advisory meeting for all CTE programs.
- CTE instructors and support staff are available to meet with students individually to provide support and guidance as needed and requested.
- The Job Developer offers workshops and meets individually upon request to support students with resume writing, interview preparation, and job placement services.
- ABC Adult School hosts job fairs and collaborates with community organizations to

provide further support for students through professional development, job opportunities, and career advancement.

- Implement a student survey to administer during academic coursework and upon completion of a CTE program. CTE staff and instructors will analyze and discuss the survey results to guide decision-making and inform resource allocation.

ANNUAL REVIEW

The school's administration, instructors, and staff conduct an annual review of this plan.

Meeting	Date	Administrator; Confirming Plan Review
ABCAS Staff Meeting	8/5/2025	<i>JEFF HEILIG</i>
ABCAS Staff Meeting	8/6/2026	<i>JEFF HEILIG</i>