



# ABC Adult School

## Student Retention Plan

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Revision Date: 8/6/2025

### 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.

This Plan is annually reviewed by all staff members at the Back to School Meeting, generally held each August, to measure efficiency and revise actions at the beginning 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.
- 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 be planned to provide 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 that will be given to students during academic coursework and upon completion of a CTE program. The survey results will be analyzed and discussed amongst CTE Staff and Instructors to guide decision-making and to inform the allocation of resources.