



ABC Adult School

Student Services Plan

Effective Date: July 1, 2021

Revised: 8/2024

A written plan has been developed for determining the effectiveness of student services. Evaluation of student services is a continuous, daily process and is conducted both informally and formally. ABC Adult School prioritizes the needs of its students by helping them identify the most suitable training program based on their skill level, interests, and personal needs. ABC Adult School's Student Services supports students in achieving their career goals by providing instruction to help them acquire the skills necessary to seek, obtain, and maintain employment.

Staff are available to assist students in meeting their career goals by providing a thorough introduction and orientation to available student resources, assessment services, counseling, financial aid assistance, job referrals, and job placement services.

IMPLEMENTATION

This plan is followed and maintained by the administration, office staff, support staff, and the instructors. Student Services facilitates the needs of students and ensures they experience a smooth transition from initial contact to training and to eventual employment.

RESPONSIBILITIES

Administration

- Supports faculty, staff, and students by overseeing the daily routines, running programs, and distributing information.
- Reviews processes and procedures
- Oversees student grievances/complaints
- Ensures the health and safety of faculty, staff, and students
- Organizes publicity and marketing
- Create promotional materials like flyers and handouts

Student Services

- Financial aid services and advisement
EDD, WIOA, Department of Rehab, GAIN referrals
- Student progress monitoring
- Medical LOA
- Job Placement assistance
- Resume Workshops
- Interview Skills workshops

CTE Department Chair

- Provide individual guidance services for intake and assessment for potential students.
- Tracks student progress and job readiness
- Externship placement/contracts
- Academic progress reports and monitoring
- Graduation/program completion status evaluation

Office and Support Staff Assistance

- Provides Information regarding counseling services
- Enrolls students in classes after completing the appropriate enrollment procedures
- Gives the proper forms to request transcripts and other referral information
- Assists students in locating classes
- IDs
- Sells textbooks and supplies for career technical education courses
- Provides basic information to students
- Assists students with completing forms and applications
- Transcript requests

Counseling of Students

- Counseling services for students are provided by the Assistant Principal assigned to the CTE Program, the CTE TOSA, the Financial Aid Coordinator, and the Job Developer, as needed or requested by students.
- If mental health resources are needed, the Care-Solace Program is made available to ABCAS students at no charge: www.caresolace.com/abcusd
- ABC Unified School District is committed to the well-being of all students (including ABCAS students) with resources available for students, staff, and the community: <https://www.abcusd.us/apps/news/article/1658646> and https://www.abcusd.us/apps/pages/index.jsp?uREC_ID=1177738&type=d&pREC_ID=2543249&total1y=true.
- The Job Developer offers individual and group sessions to develop job preparation skills and provide job placement support to all CTE program completers.

EVALUATION OF STUDENT SERVICES AND ANNUAL REVIEW PROCESS

Data Collection includes

- Usage statistics (e.g., number of counseling appointments, workshop attendance)
- Feedback from faculty, staff, and advisory groups

Analysis

- Trends are analyzed by student services staff and leadership.
- Gaps in services, underutilized resources, and areas of high demand are identified.

Sharing Evaluation Results

- Results of the annual evaluation are compiled and discussed at staff meetings, CTE Department meetings, Occupational Advisory Committee meetings (specific to the CTE program), and the Institutional Advisory Committee meetings.

Implementation of Feedback and Input

- The feedback and recommendations garnered annually from staff, faculty, and occupational and institutional advisory committee members are reviewed and implemented as appropriate and manageable by the CTE team and administration.