



ABC Adult School

Student Services 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.

SUMMARY OF PLAN

A written plan has been developed for determining the effectiveness of student services. Student services evaluation is a continuous, daily process conducted both informally and formally. ABC Adult School prioritizes students' needs 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 that helps them acquire the skills needed to seek, obtain, and maintain employment.

Staff is available to help students meet 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

The administration, office staff, support staff, and instructors follow and maintain this plan. Student Services supports students and ensures a smooth transition from initial contact to training and eventual employment.

RESPONSIBILITIES

Coordinator of Student Support Services

The Coordinator of Student Support Services/CTE Assistant Principal oversees the student services plan and program, which includes orientation and enrollment, and oversees the counseling of students to ensure they receive proper aptitude (CASAS) and interest (O*Net Interest Profiler) assessments, thereby providing meaningful placement in the CTE programs offered at the ABC Adult School. Additionally, the Coordinator of Student Support Services counsels students to improve their attendance and academic performance, while providing support services and programs as needed or requested to improve student completion, placement, and licensure rates.

Dean of Students (Counselor)

- Provides academic, social-emotional, and college/career guidance
- Counsels students who request support
- Counsels students at the instructor's request for additional support
- Student progress monitoring
- Provides individual guidance services for intake and assessment for potential students.
- Ensures the health and safety of faculty, staff, and students
- Graduation/program completion status evaluation
- Provides Information regarding outside support services

Administration

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

Job Developer, Financial Aid Coordinator

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

CTE Department Chair/CTE Teacher of Special Assignment (TOSA)

- 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

Student Support Services

- Counsel students academically, socially, and emotionally, and offer career guidance on request or as needed by the student or instructor.
- Provides individual support to students as needed.
- Classroom presentations regarding student support services offered.
- 1-1 support offered.
- Referrals for outside resources
- If social - emotional support is needed, referrals to the Care-Solace Program are made available to ABCAS students at no charge to students: 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 build job-preparation skills and provide job placement support to all CTE program completers.
- A Study Center is also available to support all CTE students' academic needs. The Study Center is located on the Cuesta Campus in Room #G9 and is open Monday through Thursday from 2:55 p.m. to 4:30 p.m. and Fridays from 2:55 p.m. to 4:00 p.m.

EVALUATION OF STUDENT SERVICES AND ANNUAL REVIEW PROCESS

Data Collection Includes (but is not limited to)

- Student Feedback Surveys
- Completion, Placement, and Licensure Data
- Feedback from faculty, staff, and advisory groups
- Enrollment in programs
- Other relevant data

Analysis

- The Coordinator of Student Services/CTE Assistant Principal, Dean of Students (Counselor)/CTE Staff, CTE Instructors, and the ABCAS Leadership Team analyze the data and make recommendations.
- Key areas for improvement include service gaps, underutilized resources, and high-demand areas.
- Areas of strength or successes are identified as key focus areas for student and school success.

Sharing Student Support Services Evaluation Results

- Data results are compiled and discussed at ABCAS Leadership Team meetings, CTE Department meetings, and Institutional Advisory Committee meetings. All groups analyze the data and provide input, feedback, and suggestions for improvement.

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.

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>