



Student Retention Plan

- + Instructors are to attempt student contact if students are absent more than 3 days.
- + Conference with Program Instructor or reporting staff
 - Identify Student Deficiency (s)
 - Academic Advising
 - Social Emotional
 - Community-Based
 - Financial Aid-school funding
 - Employability readiness
- + Students self-refer to PTC School Counselors
 - Emotional support
 - Academic Advising
 - Mental health referral support
 - Homelessness
 - Job readiness
- + Complete referral of school based and/or community-based resources
 - School Based Resources
 - School Safety Officer
 - Campus Administrator
 - Campus Counselor
 - Career Placement Specialist
 - Financial Aid Specialist
 - Community Based Resources
 - Youth Connect
 - Pinellas Opportunity Council
 - Career Source Pinellas
 - 211 Tampa Bay
- + Determine 504 Accommodation Plan eligibility
 - Review school related concerns
 - Establish eligibility
 - Complete required documentation
 - Submit documentation for electronic record
- + Identify a timeline and points of contact for follow up

The effectiveness of our student personnel services will be evaluated annually and shared with faculty and the public by:

- Student Retention Rates
- Student Placement Rates
- Results of Student Satisfaction Surveys – Student Input