Downey Adult School
Student Retention Plan

Effective Date: July 1, 2019

Revision Date: July 1, 2022

Revised September 11, 2026

Introduction

Downey Adult School (DAS) maintains a Student Retention Committee created to ensure that students have support from the adult school from pre-enrollment through to completion. The Committee includes representatives from the students, Recruitment, Placement, and Instruction. This plan serves to outline the intentions and actions of the Committee to retain students.

This Plan will be evaluated annually by all staff members at the Annual Staff Meeting, generally held each October, to measure efficiency and revise actions for the beginning of the next fiscal year.

Actions

1. The Committee will partner with the current data to determine at what point in their program students are leaving the institution and the reasons for leaving.
    a. Completed: Our data show students tend to leave within the first 20% of the program. Reasons vary, but "financial" is used frequently. Department Chairs/faculty will develop intervention measures to connect with students prior to the 20% mark of each program and encourage retention beyond that mark.
    b. Special attention will also be paid to the "near completers" who find employment prior to completion.

2. During CTE program orientations, CTE department chairs will assist students with career counseling to ensure that students are getting into the correct program the first time around.

3. CTE department chairs/faculty will reach out to students using the 3-Day Absence Rule, which identifies students who have missed three consecutive days on their schedule

4. An Academic Success Plan has been created to assist students to be successful in their program. Once an instructor notifies the Department Chair that the student is not succeeding academically, the Department Chair will meet with the student to discuss any barriers preventing the student from succeeding in the program.

Annual Review - Confirmation

An annual review of the Downey Adult School's Student Retention Plan will be conducted by the school's administration, faculty, and staff during the Annual Staff Meeting generally held every October

Meeting	Date	Administrator's Initials Confirming Plan Review
DAS Staff	October 2026	
DAS Staff	October 2027	
DAS Staff	October 2028	
DAS Staff	October 2029	
DAS Staff	October 2030	