Downey Adult School Student Services Plan

Effective Date: July 1, 2022
Revised: November 3, 2026

A written plan has been developed for determining the effectiveness of student personnel services. Evaluation of student services is a continual, daily process and is done informally as well as formally. Downey Adult School (DAS) strives to put the needs of the students first by assisting in identifying the appropriate training program based on skill level, interest, and personal needs. DAS Student Services supports students in achieving their career goals by providing instruction to students in acquiring the skills necessary to seek, obtain, and keep employment. Student Services are made up of the following departments:

- Workforce Development
- Financial Aid
- Counseling Services
- Learning and Assessment Center/Orientations
- Health and Safety
- Student Grievances/Complaints

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

<u>Administration</u>

- 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

Veterans Benefits

- Veteran's Certification

CTE Program Coordinators

- Community Outreach
- Sets up job interviews
- Assists students to overcome barriers to employment
- Tracks student progress and job readiness
- Assists clients preparing resumes
- Externship placement/contracts
- Refers clients upon requests for suitable employment

Guidance and Counseling

- Provide individual guidance services for intake, orientation, and assessment for potential students
- Transcript requests and evaluation
- Disabilities - IEPs
- Academic progress reports and monitoring
- Graduation/program completion status evaluation
- Personal counseling

Office and Support Staff Assistance

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

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	