



**SARASOTA**  
COUNTY SCHOOLS



## **STUDENT RETENTION PLAN**

## **SECTIONS**

**1** Coordination Responsibility

**2** Objective

**3** Plan Review

# 1. Coordination Responsibility

The responsibility for student retention is shared by the following STC staff members:

- Instructors
- Program Managers
- Assistant Directors

# 2. Objectives

To assure that adequate and appropriate strategies are developed and facilitated to assist students in completing their program.

- Review school retention data
- Review programmatic retention data
- Review policy and procedure with all stakeholders
- Professional Development for staff to ensure implementation
- Continually evaluate and review the effectiveness of STC Student Retention Plan.

Post-secondary student attendance is monitored by “attendance quarters”. On the first day of each quarter, the number of absences that the student has accrued resets to zero (0). However, it should be noted that these quarters do not typically line up with your OCPs (Occupational Completion Points or courses) and you may lose more of your employability skills score for absences during the OCP.

Absence limits and interventions are listed below:

## 1. Part Time (3 hours/day)

- 1st notice after 15 hours – Notice of Absence form to be signed by student. The Program Manager may speak with the student.
- 2nd notice after 24 hours – Notice of Absence form to be signed by student. The Program Manager and/or counselor will meet with the student.
- The student will be removed from the program after 36 hours in an “attendance quarter” have been missed.

## 2. Part Time (4 hours/day)

- 1ST notice after 20 hours – Notice of Absence form to be signed by student. The Program Manager may speak with the student.
- 2nd notice after 32 hours – Notice of Absence form to be signed by student. The Program Manager and/or counselor will meet with the student.
- The student will be removed from the program after 48 hours in an “attendance quarter” have been missed.

## 3. Part Time (5 hours/day)

- 1ST notice after 25 hours – Notice of Absence form to be signed by student. The Program Manager may speak with the student.
- 2nd notice after 40 hours – Notice of Absence form to be signed by student. The Program Manager and/or Counselor will meet with the student.
- The student will be removed from the program after 60 hours in an “attendance quarter” have been missed.

#### 4. Full Time (6 hours/day)

- 1ST notice after 30 hours – Notice of Absence form to be signed by student. The Program Manager may speak with the student.
- 2nd notice after 48 hours – Notice of Absence form to be signed by student. The Program Manager and/or counselor will meet with the student.
- The student will be removed from the program after 60 hours in an “attendance quarter” have been missed.

Post-Secondary students do not have excused absences. If a student believes they have an attendance situation that needs to be reviewed, a meeting with the Program Manager should be scheduled. If you are funded, your agency may have different policies. Their attendance will be tracked by the above method, unless an agency or department has approved policies that are more stringent.

**All students should inform their instructors when they are going to be absent. Attendance policies may vary by program. If you have any questions, please contact your Program Manager.**

### **3. Plan Review**

Each summer preceding the August school year, the following data is shared with each Program Manager: Student Exit Survey Data, Placement, Completion, Retention, Enrollment Trends, Industry Certifications and State Licensures.

- The Program Managers give a presentation to the staff at the beginning of the year illustrating STC data which includes retention numbers.
- This data is used to assist with continuing professional development for the school year.
- We evaluate attendance and academic policy in comparison to the student handbook information