ADULT CTE PROGRAMS

STUDENT SUPPORT PROCESS

**AREA OF CONCERN**

**STUDENT SELF-REFERRAL FORM**

**ACADEMIC NEED**

**FACULTY REFERRAL FORM**

**NON-ACADEMIC NEED**

- **COUNSELOR & INSTRUCTOR**
  - Phone conference
  - Concerns are identified
  - Intervention strategies developed for school and home as needed
  - Timeline set
  - Meeting summary completed

- **DIFFICULTY RESOLVED**
  - Continue to monitor progress

- **INTERVENTION**
  - Student progress monitored

- **DIFFICULTY PERSISTS**
  - Try additional intervention or contact counselor for AST

- **REFERRAL TO AST**

  - **AST GATHERS INFORMATION**
    - Counselor, instructor, and student form AST
    - Student’s educational record examined
    - Student’s strengths and needs are identified

  - **AST SUGGESTS ACCOMMODATIONS AND INTERVENTIONS**
    - Strategies / interventions for school and home defined
    - Measurable goals for interventions are identified
    - Time-line set to try interventions

  - **DIFFICULTY PERSISTS**
    - Follow-up AST scheduled
    - Interventions / strategies examined
    - Possible referral to outside resources