

Student Services

Purpose: Ensure students have access to services that are designed to reduce barriers, expand growth opportunities, and enhance the student experience so that they feel supported, valued and are free to reach their maximum potential.

Focus	Possible Area for Considerations		Examples of Potential Evidence
Admission and Enrollment Self-Study Questions: Q1, Q2, Q3	<ul style="list-style-type: none"> • Application is free of discriminatory questions • Referral process • Waitlist selection process • Pre-enrollment process (interviews/student visits, etc.) • Instructor involvement 	<ul style="list-style-type: none"> • Program prerequisites are reasonable and articulated • Targeted efforts for recruitment of nontraditional students • Consistency in enrollment process • Sending school allotment structure 	<ul style="list-style-type: none"> • Application (Electronic & Paper) • List of prerequisites per program • Explanation of enrollment process • Copy of allotment agreement with sending schools • Student interview rubric
Administrative Policy and Practices Self-Study Questions: Q4, Q5, Q6, Q7	<ul style="list-style-type: none"> • Storage and sharing of student information (Physical/Electronic) • Attendance reporting • Grade reporting • Bullying reporting system • ELL Policy 	<ul style="list-style-type: none"> • Transition to and from school • Behavioral/disciplinary process • Early warning system for student Progress • Accessibility of policy information 	<ul style="list-style-type: none"> • Copies of applicable policies • Explanation of storage process • Tracking mechanism for student progress • Link to bullying reporting system • Employee/Student Handbooks
Support Services Self-Study Questions: Q8, Q9, Q10, Q11, Q12	<ul style="list-style-type: none"> • Access to service addressing social and emotional needs of students • Academic improvement opportunities available to students • Health services • Food/Lunch services (if applicable) • Fiscal resources for students (grants, scholarships) 	<ul style="list-style-type: none"> • Nontraditional focused supports • Services addressing barriers related to poverty • ELL support mechanisms for instructors/students • Crisis interventions 	<ul style="list-style-type: none"> • List of services offered to students • Physical viewing of clothing closet • Explanation of how services are accessed • Examples of outcomes related to services
Students w/ Disabilities Self-Study Questions: Q13, Q14, Q15, Q16	<ul style="list-style-type: none"> • Process/timeline of receiving records • Storage/Sharing student information • Instructor involvement in IEP meetings • Process for informing instructors of IEP • Sending school communication and support 	<ul style="list-style-type: none"> • Professional development and support for instructors • Accommodations and modification (instruction and physical space) • Facility is accessible • Availability of Ed Techs and 1:1's • IEP maintenance and implementation 	<ul style="list-style-type: none"> • Redacted IEP samples • Copies of related policies • Examples of accommodations • Enrollment trends • IEP meeting attendance • Storage and review mechanism
Career Exploration and Post-Secondary Pathways Self-Study Questions: Q17, Q18, Q19, Q20, Q21	<ul style="list-style-type: none"> • Career guidance services • Early college opportunities • College / Job Site Tours • Internship/Job Shadow • MELMAC • Support accessing articulation credits 	<ul style="list-style-type: none"> • Work readiness standards used • College/Career Fairs • Placement services and career outcomes • Middle school engagement 	<ul style="list-style-type: none"> • Sample outings/events • List of career services activities • Selection criteria for student participation • Example internship/job shadows

