**Supporting Not Attending Students**

**The Extra Mile**

When students are taking a break from school, they may feel like Bottom Line resources "aren't for them" or that there isn't anything their advisor can do to support them. In reality, it's critically important that we keep these students engaged and making progress toward their goals (especially Employability Milestones!), even if they cannot or choose not to re-enroll in college right away. Generally these students need support overcoming one or more obstacles before they can begin planning to re-enroll. Below you will find links to the various supports and conversation guides we have for students who are Not Attending.



[**Best Practices for Supporting Not Attending Students**](https://tbl500amory.sharepoint.com/:w:/s/SuccessProgramCurriculum/ETPpJqzJrA1ApsydNHZTO5MB2nxokGTtl3F6J0rMVv4RGA?e=41BXtX)

This resource is a compilation of advice from advisors and managers who have worked with Not Attending students in the past. Learn more about the common challenges our Not Attending students face and how you can support them by being inclusive in your scheduling, goal-setting, and communication.

There are also some external resources here for connections to employability and scholarship supports.



**Sample Roadmaps**

Struggling to figure out a student's service plan for the semester if they aren't enrolled in college? Use these Common Adjustments to Sample Road Maps for ideas about which services to prioritize with your student based on their individual challenges & goals.

[**Roadmaps**](https://tbl500amory.sharepoint.com/:w:/s/SuccessProgramCurriculum/EWommh-9KUxAlZCYcKjLd0YBd5gKnIImeb-zwsBaUWKeNw?e=YGe20A)



**September Check In**

This conversation guide specific to Not Attending students supports advisors in goal-setting with students who recently left school or students who are new to the advisor's caseload.

[**September Not Attending DEAL Check In**](https://tbl500amory.sharepoint.com/:w:/s/BottomLine/EZT8ko1Fbd9CjNMkoWC24RIBnB7GW1wpHQp96xqW8WMpUg?e=m5bAWu)



**Job Boards**

Students who are not enrolled can still be making progress toward their Employability goals! See below for links to each region's job board to share with students.

[**Chicago Job Board**](https://bottomlinechi.weebly.com/internships.html)

[**MA Job Board**](https://tbl500amory-my.sharepoint.com/:x:/g/personal/aguerino_bottomline_org/EVzcNYOlJyhFj6fqXb9rjMUBi-xRfsvbFXZFdHhlBkDJQg?e=ADSiTu)

[**NY Job Board**](https://bottomlineny.weebly.com/job-board.html)

**Not Enrolled Action Plan**

Intended for students who have recently decided not to re-enroll, this service helps students articulate their educational goals and make a list of the steps they will need to take to re-enroll. It also prompts students to think about how to make the most of their time off from school.

[**Cover Sheet for Advisors**](https://tbl500amory.sharepoint.com/:b:/s/SuccessProgramCurriculum/EWeHb2Jk0etAmK17UhtekzsBOplfhn_GGPJco7_3RxPFLQ?e=1dY6fn)

[**Meeting Form**](https://tbl500amory.sharepoint.com/:b:/s/SuccessProgramCurriculum/ETbYI5sGUHhNg8YY_D5K8NIBjH_49UZtOAmpn1UJZTSWiA?e=EkzYdq)

[**Leaving College Checklist (Student Handout)**](https://tbl500amory.sharepoint.com/:b:/s/SuccessProgramCurriculum/EeZjlHX308NNuaeiksCasjUBICDGDFmhHioYr0PO19xtVA?e=nMqk5B)

**Alternatives to 4-Year College**

Bottom Line believes a 4-year degree is the best path to success for the vast majority of students, however, we want our students who leave college to have a plan in place to keep making progress toward their career goals. Review regional programs or opportunities that can support students on an alternative path if a student has expressed a desire to leave college due to insurmountable barriers.

[**Cover Sheet for Advisors**](https://tbl500amory.sharepoint.com/:b:/s/SuccessProgramCurriculum/EYGjD7N_Y3ZIqUawphYm2xkB177az732WIIFQZqkAMoIWw?e=fFD1HN)

[**Meeting Form**](https://tbl500amory.sharepoint.com/:b:/s/SuccessProgramCurriculum/EXYvQCh5oJ9OinPExKPOB8wBadfzC7az3IJGi4YWjEYgeg?e=IvdJOn)

[**Handouts by Region**](https://tbl500amory.sharepoint.com/:f:/s/SuccessProgramCurriculum/EqHaulCcqb5Cl_XORymx1wMBqis2Tcx44k43VlTwU_eI4Q?e=qAuu7D)



**Inactive Student Process**

Bottom Line has chosen to focus our limited resources on students who are actively pursuing a Bachelors Degree. While we understand that many students take some time off along the way, we do have a policy in place that sets expectations for how long students can be unenrolled and continue to receive one-on-one support from a Bottom Line advisor.

[**Inactive Process**](https://tbl500amory.sharepoint.com/sites/SuccessProgramCurriculum/SitePages/Inactive-Student-Process.aspx)