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**ACTION PLAN FOR IMPROVING ATTENDANCE FOR STUDENTS NOT MEETING THE MINIMUM ATTENDANCE STANDARD**

**IMPLEMENTATION DATE: JANUARY 18, 2016**

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| **PROBLEM AREA** | **SOLUTION/STEPS TO BE TAKEN** | **RESPONSIBLE PARTIES** | **RESOURCES NEEDED** | **COMPLETION DATE** |
| Attendance | 1. **Create a climate of change:**  * Review Policies and Procedures (Instructors and Students) | Faculty | -Access to designated Phone line  - Course Evaluation | 01/19/16 |
|  | * Conduct a publicity campaign. | Marketing Department | Flyers we use Microsoft office suite and Adobe created suite | January |
|  | * Analyze data and information to understand the school’s attendance situation; look at contributing factors and root causes | Registrar, Program Director | DiamondD system | Weekly  ( every Friday) |
|  | * Identify and clarify specific student problems that need to be addressed | Admission Interview: SBAR Technique  -Situation (Cultural and Social Approach)  -Background  -Assessment  -Recommendation(when the enrollment process is completed the DOA should communicate any potential risk to program completion to Faculty | Admission Rep | Each Start Day |
|  | 1. **Early Intervention:** 2. Identify at risk students  * After 2 consecutive absences, the student is considered at risk. * Track the at risk student. Every instructor should present the list of the students they call and report a disposition for each. (Provide Advising Services)  1. Early warning system.  * After 3 absences through the module ( don’t have to be consecutive)the student should sign a concern form  1. Create awareness of Status and Progress of the students. 2. **Implementation of the Case Management and coaching for students with patterns of chronic absenteeism** 3. Establish a Multi-Disciplinary School Attendance Team 4. Create Incentives for Good Attendance and Attendance Improvement ( Individual and Classes) | Faculty  Faculty, Program Director, and Registrar  Faculty, Registrar  School Director  Faculty/Program Director  Registrar  Admission Rep  Multi-disciplinary School Attendance Team  Case Management: Director of school, Program director and Coach: Faculty in charge  Faculty in charge | (Student Advising Form)  DiamondD  DiamondD  DiamondD  DiamondD | Weekly Faculty Meeting (Touch base)  At the end of the module  At the end of the module |
| Make up hours | 1. **Advise the Student:** 2. Student will be informed of attendance policy and make-up hours as follow: 3. Courses are delivered in 60 clock hours and in order to successfully complete the course, students have to attend at least 54 hours (equal to 90%) of the course hours. Students cannot miss more than 6 hours during the course. Students missing more than 6 hours will be required to make up the missing hours. If they miss more than 10 hours within the course, they will be required to repeat the entire course. 4. **Proper Documentation**  * Student Advising Form will be filled by the instructor and signed by the student addressing the student’s first incidence of absence and the give student a maximum of 1 week (5 days) to complete the makeup work.  1. **Submitting Timely Make-Up Hours**  * Instructor is to summit to the Registrar all make up hours at the same time as grades for that module. The grade sheet must be signed and dated by the instructor and the Registrar will enter attendance and grades in the system. * Make up hours are submitted by the instructor when the student complete them. | Faculty, Registrar and Program Director(s)  Faculty  Faculty and Registrar | Catalog  Student Advising Form  Make up hours Form  DiamondD |  |