



VOCATIONAL TRAINING INSTITUTE

Plan/Procedure Title:	Student Retention Plan		COE Standard: 10
Review/Revision:		Next Scheduled Review/Revision:	12/2025
Annual Budget Allocation:	\$7,500.00	Publication(s): Vocational Training Institute Website	

Objective/Purpose

Vocational Training Institute understands that one of the most meaningful measures of accountability is the ability to retain students in their program of enrollment until successful completion. Annually, completion and placement information are collected. Results of the data contribute to improved academic foundations and student support in order to retain students until full program completion. Successful student retention through program completion supports the academic success goals established in the Strategic Plan.

Roles and Responsibilities

Role	Responsibility
Education Director	Supervise the attendance monitoring process.
	Ensure data from student surveys are reviewed and discussed.
	Provide counseling to students to help them overcome barriers to their successful completion of their program.
	Hold regular Educator meetings to discuss attendance and retention.
Ed Dir./Educators	Conduct counseling sessions with students at risk of SAP issues.
	Attend regular Educator meetings to discuss attendance and retention.
Career Services Coord.	Administer surveys to all students.
	Compile data from all student and exit surveys for review and distribution.
Educators	Provide accurate daily attendance reports to Registrar .
	Meet with students to provide individual feedback to help them in their respective programs of study.
Registrar	Responsible for entering attendance data, pulling attendance reporting and notifying students.

Orientation

Prior to a student enrolling, they are required to attend an orientation in which the Education Director explains the high expectations for attendance. The Education Director encourages the students to make sure they have good transportation to arrive to and from school on time and that they do not have any family or work obligations that would create a barrier to meeting the attendance threshold.

Monitoring Attendance

- Registrar shall input hours and attendance on a daily basis.
- Registrar shall pull hours and determine percentages on a weekly basis and email “alerts” to educators for students falling short. At the time of receipt of the “alert” the Educator will write a written plan for the student called a “Student Improvement Plan” and share a copy of that plan with the student and the Program Chair. If that final plan fails, the student is given a 30-day warning that they will be placed on probation.
- For any student being placed on probation, the probationary notice is placed into the student file. Student will be given a 30-day warning prior to being placed on probation.

Monitoring Academics

All students are evaluated for Satisfactory Academic Progress (SAP). If the student does not meet SAP, the student is placed on Academic Warning and an Academic Success plan will be developed. The Academic Success plan will be developed with input from the Program Chair, Educator, and Education Director.

Follow-Up

- **Plan Effectiveness**

An evaluation of the effectiveness of Retention Plan is done weekly through staff meetings. Effectiveness will be evaluated also through the student survey. The data is to be reviewed by the pertinent personnel who then share the data, at least annually, at mandatory in-service meetings for all school personnel, as well as Advisory Council meetings.

- **Evaluation and Improvement**

Suggestions by staff, students, and/or committee members are used to evaluate and improve the quality of Retention Plan and changes are implemented, when applicable.