JCTC Re-Engagement of Students with <12 hours Using a Collaborative Spreadsheet as a tool

1. The Program Director and/or Career Navigators create a list of students with 0-11.99 hours from KAERS.
2. Crosswalk the list with Probation and Parole for additional assistance for encouraging student engagement.
3. Instructors review the student list to identify targets with the most potential to impact MSGs for contacts.
4. Use or adapt the data collection spreadsheet provided or create your own to record student data regarding survey for students. Evaluate the possibility of collecting the data by modifying data spreadsheets already in use to avoid duplication of effort. Codes were used for Contacts**: P=phone TM=text message E=email FB=Facebook FF=Face to Face**

Codes for Gains: **AG=Academic Gain & Date, GED & Date**

**Spreadsheet and an actual sample from county displaying county adaptations and data (student identifying information removed) is included.**

1. Share collaborative spreadsheets with all instructors, career navigators and others who will be contacting students.
2. Career Navigators and Instructors contact students as many as 7 times encouraging re-engagement. The contact efforts are recorded, along with comments on the shared spreadsheet.
3. Upon completion of the project, or at predetermined intervals (if it is ongoing), designate someone to compile and analyze the data.