Wake Tech
High School Equivalency Program

HEP Tools for Intake and Retention

National HEP CAMP Conference
October 25-27, 2022
New Orleans, LA
Presentation Objectives

1. Look at some tools we use to screen potential students

2. Look at some tools we use to track student progress

3. Share templates!

https://padlet.com/kmcovington10/gjw64j71wtfxm6z0
Intake

- Prospective Student Survey
- Interview form

Retention

- Attendance spreadsheet
- Scores spreadsheet
- Progress reports
Intake Process Overview

• Placement & Outreach Technician receives calls and screens students for migrant eligibility

• P&OT sends HEP application packet to students with a due date for migrant eligibility verification forms
  • Form A: Marketing Release
  • Form B: Admission Requirements Acknowledgement
  • Form C: Policies
  • Form D: Verification of Farmworker Employment (employer)
  • Form E: Attestation (student)
  • Form F: Farmwork Narrative
  • Prospective Student Survey
Intake Process Overview (cont.)

- Migrant Eligibility Committee **verifies forms** and signs off on student folder, sends folder to Director

- P&OT schedules and proctors **entrance test**

- Director schedules **interview** with student based on student’s survey responses

- Director gives **final approval** for student’s admission into program
Prospective Student Survey

Purpose:

• Ask about logistics - work, childcare, Internet access

• Determine level of commitment - willing to change routine? study outside of class?

English version

Spanish version
Interview Form

Purpose:

• Explain program structure

• Address red flags from Prospective Student Survey

• Delve deeper into logistics

English version

Spanish version
Attendance Spreadsheet

Highlights:

- Hours per month/per semester views
- Filters and color-coding (low attendance hours, subjects, tests left)
- Comments
Scores Spreadsheet

Highlights:

• Tests passed/tests left
• Total # of attempts/Attempts this year
• Passing rates
• “Assigned students” tab
Progress Reports

3 versions:

- With letter about upcoming semester
- With summary/comments
- Brief (with plan)
Evaluation

Please complete your evaluation.

Thank you for your feedback!!
Katie Covington  
HEP Director  
kmcovington@waketech.edu  
919-334-1599

Hugo Arias  
HEP Instructor/Coordinator  
hrarias@waketech.edu  
919-334-1597

Wake Tech HEP:  
hep.waketech.edu

Wake Tech HEP Facebook:  