

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)

English version

Spanish version



Evaluation



Please complete your evaluation.

Thank you for your feedback!!

Contact Us

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