

Academy of Careers and Technology

Plan for Student Personnel Services



390 Stanaford Road
Beckley, West Virginia 25801
304-256-4615
Preparing Students for Their Future
<http://wvact.net>
<http://facebook.com/wvact>

The Academy of Careers and Technology has personnel in positions to guide students during the post-secondary process. This plan is for evaluating and improving the personnel and the process.

Purpose:

- To evaluate the effectiveness of student services personnel and student services.
- To review annually with staff the evaluation results
- To use the results and staff discussion to improve student services

Student Services Personnel:

- Secretaries
- Counselors
- Assessment
- Job Placement
- Financial Aid/Admissions
- Administrators

Timeline:

- Students will complete an exit survey at the time of withdraw or graduation.
- Students who are continuing will complete a survey within three weeks of the end of the first year.
- Survey results will be compiled.
- Staff will review and discuss results of the prior year.