



**The English Center
3501 SW 28th Street
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RETENTION PLAN

2024-2025

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The overall retention rate is monitored by the director with the intent of finding out why students are not full program completers or are not earning an Occupational Completion Point (OCP). The retention plan was created to track students who have withdrawn before being a program completer or earning an OCP. Withdrawn students are contacted by school personnel to inquire about the reasons for their withdrawal, and attempts are made to find resolutions for their withdrawal. The contact team, CTE registrar, SAVES, and financial aid staff are personnel used to contact the students.

TEC has a contact team that contacts every student who is absent daily to determine the reason for their absence and attempts to resolve the issue affecting their attendance.

The CTE registrar monitors student withdrawals. The CTE registrar contacts the instructor and student to identify the reason for the withdrawal. Attempts are made to see if anything can be done to keep the student enrolled in the program. An Excel spreadsheet identifying the reasons for the student's withdrawal is kept.

The SAVES program tracks the retention of students receiving assistance. The staff maintains an electronic folder for each student with student case notes. When a student is absent for three days, the student is telephoned to find out the reason for the absence and encouraged to return to school. A follow-up call is also made. If a student withdraws, the registrar notifies the SAVES staff, who calls the student to determine the reason for the withdrawal. The SAVES staff also uses FOCUS, an online school district program that tracks program completers and non-completers. The SAVES staff records on a manual tracking form called Codes Tracking SAVES Withdrawals-CTE the reason students are withdrawn and uses this information to analyze the reasons and explore what can be done to retain students.

Because most students in career/technical programs receive financial aid, the financial aid officer tracks the retention of those students receiving financial assistance. A Financial Aid Contact Form is completed when students initially receive financial aid. This form records the day of enrollment, what aid the student will receive, an explanation of the financial aid program, and other pertinent notes. Students who have withdrawn are contacted to ascertain the reason for the

withdrawal and noted in their financial aid student file. At the beginning of a new trimester, students who have not returned are called and encouraged to re-register and complete their program.

School administrators review results to identify areas for improvement. The retention plan is evaluated annually and updated as necessary during a Faculty and Staff meeting. Faculty and staff are asked to complete a survey regarding the effectiveness of the retention plan. The results are presented as a chart during a Faculty and Staff meeting for review, and recommendations are made on what actions can increase retention.