



Lex La Ray Technical Center's Follow Up Plan

Updated September 9, 2021

Follow Up Plan

Coordination of Follow-up activities:

Counselor, Adult Education Supervisor, PN Coordinator

Completion:

Counselor: For secondary students the counselor verifies students meet attendance, certification, and grade requirements for completion of program through SIS

Adult Education Supervisor: Verifies attendance, certification, clinical hours, and grade requirements for completion of allied health and adult post secondary students through SIS or grade reports from instructors

PN Coordinator - Verifies attendance, certification, clinical hours, and grade requirements for completion of Practical Nursing through ATI, grades reports from instructors, clinical reports from sites, attendance will be collected through a time clock

Method of Collection:

Program instructors will reach out to their students who completed in the form of a phone call, email, or social media for collection of placement. This WILL NOT be completed prior to 180 days per DESE regulations. The programs required to follow this placement procedure are:

Automotive Technology, Collision Repair, Culinary Arts, Industrial Welding, Computer Maintenance and Networking, Building Trades, Early Childhood Professions, and Practical Nursing

Licensure Exam Pass Rates:

Practical Nursing - Information sent from the Missouri State Board of Nursing quarterly and annually or during follow up

Early Childhood - Students are required to submit a copy of their CDA certification
Survey -

All students will complete the end of year survey (see survey)

When doing follow up, staff will request contact information for completers supervisor. Adult Education Supervisor will email the supervisor the survey for employer (See Survey)

Evaluation of Plan

Leadership team will evaluate the annual surveys and CPL data to determine if the follow up plan needs to be updated or if the plan is meeting expectations.