



System Checklists

Is your program **SYSTEMATIZED?**



Make sure to answer these critical questions at each stage in the student experience. If you answer to any of these questions, we can help! GetConnectable.com/lets-talk

FIRST CONTACT

- Can you be found in an online search?
- Are your forms and information translatable?
- Are you explaining everything in easy-to-understand language, avoiding confusing language or acronyms?
- Can students reach you even when it's not working hours?
- Is your school a place where you would send a loved one?
- Is it easy to make an appointment or plans to come to school?

FOLLOW-UP CONTACT

- Are you capturing follow-up information for ALL students?
- Is it easy for students to share successes with you?
- Do you have an organized way to share reporting on your student barrier busting and goal progress?
- Do you make it easy for students to tell their success stories?

REGISTRATION/ ORIENTATION/ TESTING

- Do you have a variety of appointment times available to accommodate different schedules?
- Did you send reminders to students who are coming for an appointment?
- Have you collected documents ahead of time to avoid taking up time during the orientation?
- Are you using your time to build rapport and connect with your students?
- Are you taking notes of any special information you learn about students during orientation?
- Are you explaining the testing process and what test scores in adult ed mean?
- Did you assign the student to a class and notify the staff member associated with that class?
- Did you do career and learning style assessments?

ATTENDING CLASS

- Is both the student and the teacher aware of when the student is to start class?
- Does the teacher have the necessary student information and test records for the student?
- Are you recording progress toward the student's goals, and does the student have visibility of their progress and scores?
- Are you communicating with students who are not in attendance?
- Does the student have an easy way to communicate with the teacher?
- Does the student know where he/she can find class resources?
- Can absent students access class materials?

ADVOCACY/PARTNERSHIPS

- Are you making connections with local employers to create a school to work pipeline?
- Are you making the community aware of the benefits of adult education for families and for the economy?

Did you answer NO to any of these questions? ConnectAble can help! Scan to book a time to talk or visit getconnectable.com/lets-talk.