

Intake

Research	Link to Article	Promising Strategies to Increase Retention	Tools
<p><i>The First Three Weeks: A Critical Time for Motivation.</i> B. Allan Quigley (FOB, Vol. 2, Issue A, March 1998)</p>	<p>http://www.ncsall.net/?id=420</p>	<p>Build a trusting, respectful and caring relationship with students from the beginning by ensuring that the first contact with prospective students is informative and welcoming (e.g. there is someone to greet new students, there is clear signage and information in students' languages).</p>	<p>The Prior Schooling and Self-Perception Inventory</p>

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<p><i>Intake Procedures as a Factor in Identifying and Addressing Barriers to Attendance of Adult Education Students.</i> Judy Hafley Hubble. MA Thesis at Southwest Texas State University 2000.</p>	<p>http://www.eric.ed.gov/ERICDocs/data/ericdocs2sql/content_storage_01/0000019b/80/16/5f/19.pdf</p>	<p>Identify students at risk during intake process and respond with appropriate interventions, e.g., makes arrangements for support services, helps students overcome financial barriers. Follow-up with potential students shortly after initial inquiry.</p>	<p>Intake Clues for At Risk Behavior</p>
		<p>Provide or arrange for student transportation to and from the program (e.g. car pools, van service) and advocate for improved public transportation.</p>	<p>Plan for Reducing Barriers</p>
		<p>Ensure that the front office offers a warm environment and that the phone is answered promptly.</p>	<p>Woodford County instructor Intake Notes</p>
			<p>Transportation Resources</p>
			<p>Process for Enrollment of New Students from Scott County</p>
			<p>Photographs of Jessamine County Intake Room</p>
	<p>Photographs of Franklin County Wall of Fame</p>		