

Planning e-mails to Vallejo City High Schools planning Spring 2017 student services events:

(4/6/17)

Hello Everyone,

Our VCUSD student service days are upon us! Here is an outline of events for our final preparations:

What we've done so far

VHS Hospitality received assessment 3/23 in the C building computer lab, need orientation and ed plans
BHS Law received assessment 3/28; only 1/3 of students participated so need to reschedule assessment for remaining students

What we need

Dedicated space at both high school locations for orientation with a computer/projector, assessment computer lab with printer and pop-up blockers disabled, and counseling ed planning/group counseling classroom space

Transcripts for each student prior to meeting with a counselor

Primary staff contacts at each high school site (Jennifer and Will?) providing passes for students to be out of their regular class and other site specific logistics as necessary

Plan for week of 4/10

Mon, Tue, Thu: two, two-hour sessions during 3rd-4th period (10:12-12:11) & 5th-6th period (12:50-2:50). Counselors will be on campus as early as 8:30 on Monday if we can make the Hospitality and Law students available during 2nd period for ed planning

Assessment session students will go immediately to a counselor upon completion of their test

Orientation session students will have one hour orientation and second hour meet with counselors

Ideally, students will complete both two-hour sessions in one day

Mon: Counseling will conduct 20min appointments with BHS Law and VHS Hospitality students, no assessment, (or orientation?)

Tue: large group counseling ed goal development/ orientation, assessment; academies TBD

Wed: orientation assessment only, two shorter sessions (1hr 40min) during 3rd-4th period 9:50-11:30 & 5th-6th period 12:11-1:50. Students who do not complete their assessment in the time allotted can save and return to complete at a later date

Thu: large group counseling ed goal development/ orientation, assessment; academies TBD

Make Up Days: students who are absent, Law academy students who did not complete assessment, and Wednesday students who do not receive counseling services

See attached "Schedule" for staffing detail. Specific staff may be subject to change.

If there are other questions or concerns, please give me a call or respond to this email. Thank you for everyone's hard work bringing this together!

Ward Stewart

Admissions & Records Analyst
Solano Community College

(2/14/17)

All,

March is fast approaching we're looking to finalize dates to serve Bethel and Vallejo High Seniors with student services (assessment, orientation, ed. planning). This year, the plan is to provide these services on the high school campus, then offer a tour of the Solano Community College Vallejo Center to those students who complete the process. Tentatively, we're hoping to provide these services to students during the Solano College spring break (April 10-16). In order for that to happen, I am currently working with Jennifer Jeanty to confirm all students (by academy) have a Solano ID. We will also need:

- Confirmation on the dates we can serve all Seniors at both high schools
- confirmation regarding the number of functioning laptops you have at each site to administer assessment testing in the Library at Bethel and the PDC at Vallejo
- high school transcripts for all Seniors to Solano counselors prior to meeting with students to prepare for developing ed. Plans

Let us know if you have any questions or concerns at this point. Looking forward to pulling this together for our students!

Ward Stewart

Admissions & Records Analyst
Solano Community College