This document was created as an example of the structures and supports that need to be put in place to help students succeed in college classes. This document serves as one key tool related to the P-TECH 9-14 model.

STUDENT TRACKING AND SUPPORTS

SEMESTER-LONG

STUDENT TRACKING AND SUPPORTS TIMELINE
**P-TECH 9-14 MODEL TOOL**

**BEGINNING OF SEMESTER**

<table>
<thead>
<tr>
<th>BEFORE SEMESTER</th>
<th>SEMESTER</th>
<th>MID-TERMS / WITHDRAWAL</th>
<th>FINAL EXAMS</th>
<th>END OF SEMESTER</th>
</tr>
</thead>
</table>
| Instructor selection  
(College and high school administration; college liaison) | Seminar Classes and Advisories for students in college classes  
(High school guidance staff and faculty) | Monitor instructors’ reports of behavior/conduct issues in classes  
(College liaison, guidance counselor) | Students with low mid-term grades &/or low  
semester average may be put on an academic contract or probation; academic support  
schedule may be set up; parent sign-off may be required. | Feedback from instructors;  
recommendations on possible future improvements to course |
| Orientation &/or welcome reception for college instructors  
(College Liaison) | | Attendance tracking and feedback from professors (by email, phone, in person) to identify at-risk students  
(College liaison, college instructors) | | Class evaluations from students, reviewed by early college partners |
| Information/policy packet for college instructors  
(College Liaison) | | | | |
| Review of students’ track records with teachers, counselors,  
(Teachers, counselors, college instructors, college liaison) | Set up Academic Support plan for students who need help  
(College liaison, guidance counselor, college advisor) | | | Meet with students to review progress and plan for next semester  
(Teachers, counselors, college instructors, college liaison) |
| Teacher recommendations of students eligible to enroll in college courses  
(High school administration and faculty; college liaison) | Establish and monitor study groups  
Study groups may be: overseen by subject-area teacher, managed by college liaison,  
tutoring support from older student, independent work in arranged student groupings; independent student groups with spot-checks by staff | | | |
| Student workshop on campus services, academic integrity,  
communicating with professors, time management, note taking,  
study skills, etc.  
(College liaison, guidance counselor, college staff) | Begin planning for student programming for next semester based on achievement throughout the semester  
(College Liaison) | | | |
| Course-specific orientation session for challenging, high-stakes  
(College liaison, college instructor) | | | | |
| Individual and small group meetings with students to review transcripts, GPA, degree requirements  
(College liaison, guidance counselor, college advisor) | | | | |

For more information about the P-TECH 9-14 model, please visit [ptech.org](http://ptech.org)