



Annual Review Policy and Timeline

Purpose: Annual Reviews are held at the end of the academic school year for the following purposes:

- Review student progress in classes (progress notes, faculty feedback)
- Review student goals/plans (education, work, independent living, mobility)
- Review history of classes taken
- Pick DSS classes for the following school year
 - Three classes is considered Full Time (15 hours)
 - Students who want more than 3 classes will be put on an interest list for additional classes
 - DSS Faculty and Staff have implemented a number of measures to serve as many students as possible in DSS classes; however, there is a high demand for these courses and limited space. DSS is unable to guarantee that every student who wants to attend DSS classes will be able to enroll.
- Discuss other issues (e.g. graduation, transition, general ed. classes)
- Updates of student information & emergency contacts (completed by Instructional and Administrative Assistants)

Timeline:

- January: Faculty and staff develop preliminary schedule of classes
- January - March: Faculty and staff meet to identify potential transitioning students
 - Potential transitioning students, or those ready for employment, will be referred to meet with a DSS Counselor before the end of March
- April 15: Counselors distribute letters to inform currently enrolled students of upcoming Annual Reviews
- May 1: Students will be assigned to Annual Review appointments based on the number of core DSS classes they have already completed (see *Tiers for Core Classes* below)
 - Students projected to graduate the *following* academic school year will be assigned priority Annual Review appointments
- May 15th: Instructors will complete Progress Notes in iTendance
- May 15 - June 30: Students meet with DSS Counselors for Annual Review appointments
 - 2/3 of the Counselor appointments will be dedicated to current students for Annual Reviews
 - 1/3 of the Counselor appointments will be dedicated to new students returning for schedules
 - New students will be scheduled an Early Registration appointment in the early morning (8:30/9 a.m.) or in the late afternoon (3/3:30/4 p.m.)
 - Appointments will be 30 minutes in length

Tiers for Core Classes:

- TIER 1: Potential graduates for *following* academic school year, C2C students, and students who have taken at least 13 core DSS classes
- TIER 2: Students who have taken at least 8-12 core DSS classes
- TIER 3: Students who have taken at least 4-7 core DSS classes
- TIER 4: Students who have taken at least 1-3 core DSS classes
- TIER 5: Students who are on probation due to attendance issues