

Student Management Top 10

- 1. Build Relationships** – Spend time where students are and get to know them
- 2. Identify what students your ASPIRE program will initially serve** – ASPIRE’s goal is to get to the point that you serve ALL students at your site, but often this is done in incremental steps
 - All Students – usually done in classroom/advisory/homeroom and/or specific events and CCR education and programming for all grade levels
 - Target populations – Underserved populations, CTE students, AVID Students, etc.
 - Target grade levels
- 3. Choose HOW you will initially engage with students** – you may choose multiple
 - One-on-one Mentors meet with students
 - Group Mentor opportunities (Grade level, interest groups, etc.)
 - Classroom engagement
 - Lunch/Afterschool Availability
 - Student “Drop-in” Sessions
 - CCR Programming
 - Family engagement events
 - Other:
- 4. Create Student Files for students meeting with community or staff mentors**
- 5. Student Information Form** – Use the [Student Information Form](#) learn about students. This often helps when matching students/mentors together.
- 6. Student Tracker** – a way to monitor what students and mentors discuss and next steps students need to take
- 7. Student Permission Forms** – Students meeting with community mentors must have a permission form on file.
- 8. Student (and family) communication** – consider the way you will get career/college information to students.
 - School calendar, App (Remind/Parent Square, etc), phone dialers
 - Posters, announcements - and get leadership, journalism, or marketing classes to help
 - Newsletters/website
 - Create ASPIRE social media – have students join
 - Canvas/Google Classroom
- 9. Student contact/interaction** – Develop a way to track (sign in or Google URL scan) and schedule appts with students/mentors/coordinator
- 10. Student Exit Surveys (8th/12 Grade student)**