

Figure 2.8: Off-Track Interview Guide and Facilitator Notes Page

Date: _____ Student: _____	
Facilitators: _____ Location: _____	
Materials:	
<input type="checkbox"/> Attendance record	<input type="checkbox"/> Current schedule and grades
<input type="checkbox"/> Discipline record	<input type="checkbox"/> Transcript
<input type="checkbox"/> Other:	
Set the Stage	
Begin the meeting by reassuring the student that he or she is not in trouble and explaining the purpose of the meeting is to get his or her feedback and to discuss his or her academic progress and future plans.	
Seek to Understand	
Say, "Please tell me about your experiences in school."	
Ask, "Are you on track to graduate?" (Circle the answer you receive.)	
No	Ask, "When did it begin to go off track for you? What was going on in your life at that time? What happened?"
Yes	Review the student's progress against graduation requirements for the purpose of clarifying the student's current status. Follow that with "When did it begin to go off track for you?"
Notes:	
Ask, "Do you see yourself as a high school graduate?"	
Ask, "What could we have done differently, or what could we do differently now, to help you address any concerns that are getting in the way of your graduation?"	
Ask, "Is there one person on campus with whom you have a strong relationship?"	

Determine Next Steps

Ask, "What do you see as your next steps?"

Additional Notes: