



**THE  
ENGLISH  
CENTER**



**The English Center  
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## **RETENTION PLAN**

**2025-2026**

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The overall retention rate is monitored by the administrative team with the intention of identifying why students are not full program completers or are not earning an Occupational Completion Point (OCP). The retention plan was developed to track students who have withdrawn before being a program completer or earning an OCP. Students who withdraw are contacted by school personnel to inquire about the reasons for their withdrawal, and all efforts are made to find a resolution for their withdrawal. The contact team, CTE registrar, SAVES, and financial aid staff are personnel who are responsible for contacting students.

TEC has a contact team that reaches out daily to every absent student to find out why they are absent and attempts to solve the issue affecting their attendance.

The CTE registrar monitors student withdrawals. The registrar contacts the instructor and student to determine the reason for the withdrawal. Efforts are made to see if anything can be done to retain the student in the program. An Excel spreadsheet listing the reasons for the students' withdrawal is maintained.

The SAVES program tracks the retention of students receiving assistance. The staff maintains an electronic folder for each student with student case notes. When a student is absent for three consecutive days, the student is telephoned to determine the reason for the absence and encouraged to return to school. A follow-up call is also made. If a student withdraws, the registrar notifies the SAVES staff, who call the student to determine the reason for the withdrawal. The SAVES staff also uses FOCUS, an online school district program that tracks program completers and non-completers. The SAVES staff records information on a manual tracking form, called Codes Tracking SAVES Withdrawals-CTE, which documents the reasons students are withdrawn. This information is used to analyze the reasons for withdrawals and explore potential strategies to retain students.

Since most students in career and technical programs receive financial aid, the financial aid officer monitors the retention of those students' receiving assistance. A Financial Aid Contact Form is filled out when students first receive aid. This form records the enrollment date, the type of aid the student will get, an explanation of the financial aid program, and other relevant notes.

Students who have withdrawn are contacted to determine the reason and the information is recorded in their financial aid file.

Additionally, at the start of a new trimester, students who have not re-registered to continue their program are called and encouraged to return and complete their program.

The administrative team reviews the enrollment and retention data on a continuous basis to identify areas for improvement. Faculty and staff are asked to complete a survey regarding the effectiveness of the retention plan. The results are presented in a chart during the Opening of Schools meeting for review, and recommendations are made on actions that can increase retention.

The retention plan is evaluated annually during an Institutional Advisory Committee meeting where all stakeholder representatives are in attendance and the plan is updated as necessary. Moreover, the plan is shared with all stakeholders on our website and posted in the Student Services Department.

