

**PLACEMENT AND FOLLOW-UP OF  
CAREER/TECHNICAL GRADUATES**

**4.85**

Each Henry County School System career/technical teacher is responsible for assisting graduates in job placement or entry into post-secondary education. Active files will be maintained in each school of opportunities for employment and graduates who are seeking employment. The principal shall designate school personnel to serve as a placement coordinator to maintain records of student placement and to serve as a liaison with businesses and industry representatives when career/technical teachers are not available.

School counselors will maintain active files available to students on colleges, junior colleges, technical schools and other post-secondary training possibilities. In addition, scholarship information will be made available to students.

Each career/technical teacher is responsible for the implementation of a follow-up system to determine employment and/or post-secondary education placement of graduates. A purpose of the follow-up of graduates is to solicit feedback regarding the appropriateness and effectiveness of career/technical programs.

Formal follow-up reports of graduates shall be completed according to schedules established by the Alabama State Department of Education. In addition, career/technical teachers should use informal contacts with employers of graduates to gain information and suggestions for improving instruction in career/technical classes.

**REFERENCES:**

**CODE OF ALABAMA  
16-3-12, 16-3-13, 16-37-1, AAC §290-6-1-.06(2)**

**HISTORY:**

**ADOPTED: OCTOBER 11, 2007  
REVISED: JULY 18, 2013; \_\_\_\_\_  
FORMERLY: NEW**