

## College and Career Advising and Student Mentors – Frequently Asked Questions

- ❖ What is a college and career advisor or student mentor?

College and career advising and mentoring programs provide students assistance in making informed educational and career choices. Advising programs offer information on school courses, including which courses are likely to lead to increased educational opportunities or specific career choices, career options, types of academic and occupation training needed for different careers, postsecondary opportunities that are associated with their field of interest, and the availability of advanced opportunities and how to leverage those opportunities to meet their postsecondary education and occupational goals. Mentoring or coaching programs are programs that provide a structured one-to-one relationship that focuses on the needs of the mentored participant (mentee). Acting as role models, mentors spend more individual time with students, encouraging and making suggestions, taking students to events and activities to help them make decisions, and connecting them with individuals that can advise them on specific course work or occupational pathways. Programs that have proven to be the most successful include partnerships and participation from not only the school community but the broader community the school is in and often incorporate resources from local libraries, the business community, other state agencies (Department of Labor, Division of Vocational Rehabilitation, Division of Career Technical Education), and other local community organizations and activities.

- ❖ When should school districts start implementing college and career advising or student mentoring programs?

Idaho Code, §33-1212A was enacted July 1, 2015, and during the 2016 legislative session the Legislature provided funding for school districts to carry out the college and career advising and student mentoring activities outlined in Idaho Code, §33-1212A. College and career advising has always been a responsibility of school districts. Idaho Administrative Code has included requirements for schools to develop parent-approved learning plans with the student’s high school and post-high school options since 1997. Due to the Legislature’s action in 2016 starting in FY 2017 specific funding will be provided to school districts and charter schools to expand or develop new programs. This funding will be distributed for the 2016-2017 school year. It is expected that school districts will have their new or expanded programs in place for the start of the 2016-2017 school year.

- ❖ Why did the legislature provide funding for college and career advising and student mentors?

The Governor’s Taskforce identified proper college and career advising as one of the key factors for student success at the secondary and postsecondary level and critical for Idaho to reach its 60% goal. Students and parents are entitled to better information on college and career opportunities.

- ❖ Where can I find the actual language of the legislation?

<http://www.legislature.idaho.gov/legislation/2016/S1290.pdf>

- ❖ What is the funding formula for the disbursement of funds for college and career advising and student mentors?

<http://www.legislature.idaho.gov/legislation/2016/H0629.pdf>

An amount specified in the appropriation bill for the public schools educational support program for counseling support as provided for in Idaho Code, §33-1212A shall be distributed for grades 8 through 12 as follows:

- (i) For school districts and public charter schools with one hundred (100) or more students enrolled in grades 8 through 12, a pro rata distribution based on students enrolled in grades 8 through 12 or ten thousand dollars (\$10,000), whichever is greater;
  - (ii) For school districts and public charter schools with fewer than one hundred (100) students enrolled in grades 8 through 12, one hundred dollars (\$100) per student enrolled in grades 8 through 12 or five thousand dollars (\$5,000), whichever is greater;
- ❖ How do schools identify their allocation?

Each school district and charter school allocation will be based on the number of students enrolled in grades 8 through 12. Contact the State Department of education for confirmation of your allocation:

<http://www.sde.idaho.gov/finance/staff.html>

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- ❖ How and when will the dollars be distributed?

Funding will be distributed through the State Department of Education. Contact Tim Hill, Associate Deputy Superintendent at [tdhill@sde.idaho.gov](mailto:tdhill@sde.idaho.gov) for verification of the payment date. It is estimated that for the FY 2017 the distribution will be made no later than the January 2017 payment.

- ❖ What is required to access the funds?

The funds will be distributed automatically based on the funding formula (number of students in grades 8 through 12). Funds are to be used to create new or expand existing college and career advising or student mentor programs. School Districts are required to submit a plan for how they will use the funds, timelines for submittal of the plans will be established in Administrative Code.

❖ What are the required plan components?

Required plan components will be established through Administrative Code. A template outlining required components and examples will be provided through the State Board of Education website and <https://nextsteps.idaho.gov/>.

Initial minimum plan components include:

- Name of the School District or Charter School and staff person responsible for compiling the plan,
- Type of model that will be used,
- Estimated budget,
- Performance measures that will be used to determine program effectiveness (performance measures must include student outcomes),
- Base line information regarding current efforts and identified program performance measures.

❖ What reporting is required?

Minimum reporting requirements will be established in Administrative Rule. Annual reports must be incorporated into the continuous improvement plan reports and will be required to be data driven and show the effectiveness of the model/program being used. During the first year of implementation, reports must include the minimum plan components and baseline data for the performance measures that will be used to determine the effectiveness of the program.

❖ What can the dollars be used for?

Expansion and implementation of the chosen program at the discretion of the school district, including:

- Additional staff and staff hours,
- Professional development for staff providing college and career advising or student mentoring (classified and certificated)
- Licensing fees
- Program activities

❖ Can school districts and charter schools enter into cooperative arrangements with other school districts and postsecondary institutions?

Idaho Code, §33-315 and §33-316, authorizes school districts to enter into agreements between school districts to provide cooperative educational services and hire shared staff members. Additionally, school districts and charter schools may jointly or separately contract with postsecondary institutions to provide services and training.

❖ What limitations are there on whom school districts and charter schools can hire?

School districts and charter schools may hire either classified and/or certificated staff as appropriate for the college and career advising model chosen. The staff that are hired must either have experience or receive training/professional develop on how to provide college and career advising or perform the duties of a student mentor.

- ❖ What professional development/training is required for individuals performing this function?

A basic level of training in providing college and career advising or mentoring to students as applicable to the advising model being used by the school district.

- ❖ What professional development is available for school districts and charter schools to provide college and career advising or student mentoring?

Various types of training are available through the Idaho School Counselors Association, Idaho Digital Learning Academy, and Idaho's public colleges and universities. School districts and charter schools may contact other schools that have experience in implementing one or more of the different college and career advising and student mentor models. Additional details will be posted on the Next Steps Idaho website (<https://nextsteps.idaho.gov/>).

Current or tentative professional development and training:

- One or more Near Peer (College Mentor) trainings prior to September 30<sup>th</sup>.
- [Continuous Counseling Training Initiative](#) (CCTI) through the Idaho Digital Learning Academy (may include per person costs and is dependent on enough individuals signing up for the individual courses or program).
- [Idaho Career Information System](#) training through the Idaho Department of Labor.

Additional state level professional development opportunities will be posted as details are confirmed.

- ❖ How can I learn more about the allowable models?

Idaho Code, §33-1212A, specifies three types and four models of college and career advising or student mentoring that have been proven effective in Idaho. Starting in FY2017 additional funding will be distributed to school districts to expand their current college and career advising efforts using one or more of the following types and models of advising or mentoring:

- High contact programs such as near peer or college student mentor models and counselor, teacher or paraprofessional as advisor or mentor models;
- Collaborative programs such as student ambassadors and cooperative agreement with other school districts or postsecondary institutions; and virtual coach or mentor programs.

Detailed information on each model, including, who to contact for further information and schools that have implemented the various models will be posted at: (<https://nextsteps.idaho.gov/>). This information will be updated regularly as more districts implement the various models to help with district to district communication and collaborations.

❖ What state supports are available for implementation?

Technical assistance will be provided through the Office of the State Board of Education, Department of Education, and Division of Career Technical Education. School districts and charter schools are also encouraged to contact other school districts or charter schools who have implemented any of the models that they may be interested in directly for information or to collaborate implementing a given advising model in their schools. Limited funding will be distributed starting in FY2017 based on the number of students in grades 8 through 12.

❖ How is a cooperative initiated between school districts or charter schools and another school district or charter school or with a postsecondary institution?

School districts or charter schools may enter into Memorandums of Understandings (MOU) or contracts with other school districts and charter schools for the purpose of providing education services, obtaining professional services, sharing staff or purchasing goods. If a school district wished to obtain college and career advising or mentoring services through MOU on contract the agreements would need to be sure to designate which costs the individual parties will be responsible for or establish one of the parties as the fiscal agent. Contract for college and career advising or mentoring services or training through a postsecondary institution should include, at a minimum, provisions regarding the data that will need to be collected and provided to the school district or charter school for reporting purposes as well as any additional student outcomes that the school district or charter school is trying to measure. Examples of MOU's and contracts will be posted at: <https://nextsteps.idaho.gov/> as they become available.

❖ What rules might accompany this legislation?

Rules specifying requirements on:  
Timelines for submitting plans and reports  
Reporting requirements (including metrics)

❖ Can the dollars be used to support existing college and career advising or mentoring programs?

The intent of the funding is to expand existing programs or establish new programs and is not to be used for supplanting resources that are currently supporting guidance counseling, college and career advising or mentoring programs.

❖ What are the requirements for notifying parents and students?

Parents must be notified by the school district or charter school on what college and career advising or mentoring is available through the school and how to access the services at least annually. Districts may use their existing communication methods with parents or establish additional notification modes at their discretion. It is incumbent on the district to assure all parents are notified. It is recommended that this information be shared at least once during the beginning of the year and prior to the creation of the learning plans that are required to be developed in 8<sup>th</sup> grade, and updated annually throughout the remainder of the student's secondary experience pursuant to administrative rules (<http://adminrules.idaho.gov/rules/current/08/0203.pdf>).

❖ When is the plan due and how should it be submitted?

The submittal due date will be identified in Administrative Code. Plans will be submitted to the Office of the State Board of Education. Reporting on the effectiveness of the chosen college and career advising or mentoring model must be included in the annual report on the school district or charters schools continuous improvement plans no later than October 1<sup>st</sup> of each year.

❖ When will rules be promulgated?

Temporary rules regarding minimum requirements are scheduled for consideration at either the May 2016 special State Board of Education meeting or the June 2016 regular State Board of Education meeting. Approved rules will become effective immediately on the date of approval. Permanent proposed rules will be negotiated with opportunities for input in June and July 2016 with proposed rules going to the State Board of Education at its August 2016 Board meeting.