



## Serving All Students and Families

This tool will help you ensure your college and career readiness activities are inclusive of all youth, even those with special needs. Pick a few strategies to focus on, and decide how you will personalize them to meet the needs of your program.

Strategy	Personalization
Conduct regular needs assessments of students and families in your community to identify appropriate college and career readiness activities.	
Provide staff professional development on the variety of postsecondary options available to youth, and that there is no 'one size fits all' approach when it comes to college and careers.	
Make sure you know which students in your programs have classifications such as English as a Second Language, Migrant, Special Needs, etc., and that you learn about college and career opportunities for these special populations.	
Set aside a space in your program for families and youth to learn about college and career related resources.	
Learn about the cultures of program families and youth, specifically how they relate to expectations around postsecondary education and careers.	
Don't reinvent the wheel – develop relationships with guidance counselors and others who are knowledgeable in this area. Try to utilize or adapt existing resources when possible.	
Make a special effort to learn about college and career options for students with mental and physical disabilities, and train staff to understand that every young person can succeed.	
Be prepared to help serve youth with criminal records. Know these young people's rights, and knowledgeable partners they can be connected with.	
If possible, conduct parent workshops in multiple languages, and find college and career resources in popular languages spoken by the families in your program.	
When conducting student recruitment for the program, consider how you will conduct outreach to all populations of students in the target school or community.	