



## CHAPTER 339 GUIDANCE PLAN AND SERVICES AUDIT EVIDENCE

**What documentation and evidence the PDE site auditors are looking for from the Chapter 339 Guidance Counselor Program.**

Documentation/Evidence of:

**1. A copy of the guidance services plan approved by the local board of school directors.**

The plan must include procedures to provide for guidance services to CTCs / AVTSs.

- Guidance Services Plan
- Documentation of approval by locals board of school directors

**2. Description of the guidance services provided to students to establish a career plan.**

- Discussion with administration and guidance staff regarding services to students
- Discussion with administration and guidance staff regarding the efforts of sending schools to promote career and technical education
- Discussion with administration and guidance staff regarding the specific strategies used by the CTC/AVTS to involve the high school and middle school staff in the career planning process
- List of career inventory assessments used

**3. Description of how guidance personnel provide to students the information necessary to make informed decisions regarding the selection of appropriate vocational-technical education programs and discuss the importance of high school academic achievement and postsecondary education and training to career success.**

- Discussion with CTC/AVTS guidance staff and the guidance staff of each sending district regarding specific strategies for creating an awareness of programs available and advising students on appropriate program selection and related academics
- Documentation of opportunities to discuss CTE with students and parents
- Documentation of the process used to integrate Career Education and Work standards in the career planning process
- Sample career plans
- Description of labor market data used
- Evidence of how Pennsylvania Career Guide is used

**4. Description of how guidance personnel counsel students with disabilities toward career objectives, ensuring that students are not counseled toward restrictive career objectives due to disabilities.**

- Discussion with Guidance Staff
- IEP

**5. Description of the placement services that makes provisions for the transitions from school to the world of work.**

- Documentation of Placement Procedures

**6. Description of the school initiated system of parental involvement.**

- Discussion with administration and guidance staff
- Correspondence to parents
- Brochures

**7. Description of liaison activities with community agencies.**

- Evidence of local companies or community agencies utilizing the school facilities to work with school personnel and students

**8. Description of the assistance in the conduct of follow-up studies to determine the effectiveness of the curriculum.**

- Documentation of follow-up studies
- Documentation of the curriculum enhancements based on follow-up students

**9. Provide a sampling of student career plans.**

- Student career plans