

College for Incarcerated Youth



Getting youth on the Internet and Email

Paperwork

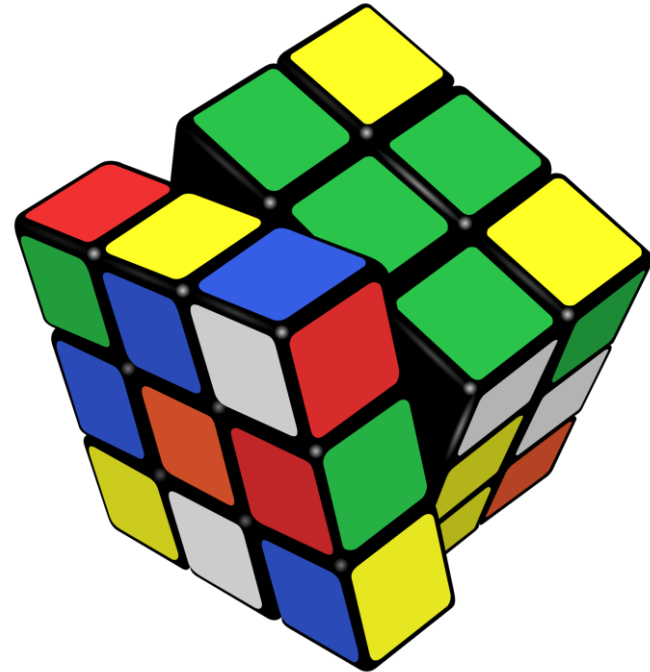
- Have a state rule or law
- Create agency policies and procedures
- Create an acceptable use form that the youth sign
- Have consistent guidelines when a youth messes up



Internet and email use

Supervision and Security

- Train the teachers and staff
- Be consistent with rule violations
- Be flexible and problem solvers
- Use good security software that works for you
- Realize its a never ending target



Working with Financial Aid

- Work directly with the financial aid directors when starting a college program
 - Do this before any youth apply for their Free Application Federal Student Aid (FAFSA)
 - Start with one or two community colleges and then grow
- Get the community colleges and universities to agree to a
- Have the Letter from US Department of Education handy
- Have a go to person at each college/university



How to make the FASFA process a little smoother

- If possible have the youth take the FASFA class on study.com
- Help the youth understand this process is not easy for anyone.
- Create an agency process to help the youth gather documentation.
 - Parent information
 - Online access pin - FSA ID (May 2015)
 - Signature Page
 - DHS information



Working with the colleges and universities

Admissions

- Admissions - Platforms vary
 - Free application
 - Admission Fee
 - Email - College/corrections
- Apply for Financial Aid
 - Study.Com - FAFSA
 - Parent letter
 - Signature Page



Working with the colleges and universities

They have been admitted now what

- New Student Advising Session
 - Major, Minor, AA, BS, Transcripts, CLEP Credit,
 - Available on Rachel Server
- Registering for Classes
 - Holidays and School Closures
- Exception to College Policy
 - College Students with Disabilities, 504 plans



Grant Money Process

- Higher One Cards or other types of debit cards
- Set up a way to track the money for each youth.
 - Keep the grant money separated from other youth mo
- Have a procedure
- Check your process regularly
 - Work with each facility to set up their process
 - Until it becomes normal



Buying Books

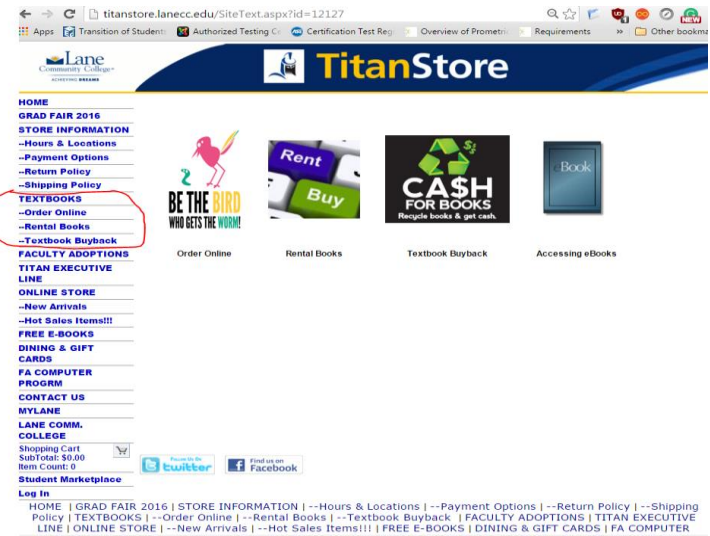
- Have a process set up

- How will you buy the books
- What happens if their financial aid is delayed
- Will you allow sell back of books

- College Lending Library

- College Book Stores vary

- Lane - simple
- Chemeketa - leg work
- Get to know the process at each college or university



Working offline with chromebook

Having trouble accessing your .docs offline?

- Simple steps to solve the problem:
 - Save the desired file to your google docs.
 - Go to your google drive and right click the desired file and download.
 - Click your file icon on your start bar and access it any time you wish.

- A quick way to check if the process was successful:
 - Click the YC icon on your start bar
 - Click CONNECTED TO CLASSROOM
 - Select the WIFI symbol on the right hand bottom corner.
 - Click it to disable the WIFI.
 - Click your FILES icon and access your documents.
 - Make sure the file says .docx instead of .gdocx
 - .gdocx means access online only
 - .docx means it can be both.



Assistance and Questions

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