State Fair Community College
MoSTEMWINs
Student Folder Checklist

Student's Name _____

Program of Study _____

Start Date _____

- Enrollment/Intake Form
- Consent Form
- Registered in Tool Box
- Copy of Social Security Card – If needed
- Admissions, Financial Aid and WorkKeys Form
- Program Application – If needed
- Priority Population Source Verification
- Employment Verification – If needed
- Went Over Real Time Labor Market Pathway Summary
- Met with Student Career Services – Date _____
- Career Path Form
- SFCC Degree Audit
- Orientation - Date _____
- Program Admissions Notification – If needed
- Graduation Packet
- Exit Interview (Put any employment information on Career Path Form)
- Final Grade Reports
- Copy of each Certificate of Completion/Proficiency
- All Case Notes are up to date in Starfish
- Notations – Any pertinent comments applicable to training participant (e.g., if they exit the program early potential reason/issues as to why, etc.).