



# 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.).



This work is licensed under a [Creative Commons Attribution 4.0 International License](https://creativecommons.org/licenses/by/4.0/).

*\*This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.*