

# **FLORENCE POLYNICE CONSULTANT SERVICES**

Florence polynice consultant services draw from years of independent school experience to assess the unique needs of a school, formulate a fitting action plan, and lead it toward growth and improvements.

CONSULTING SERVICES INCLUDE BUT NOT LIMITED TO

- . College Guidance
- . Admissions/Enrollment Planning
- . Development
- . Curriculum
- . Starting a New School
- . General School Consulting

[Click here for additional services](#)

- ❖ Institutional Marketing Plan (IMP)

**FPCS will conceptualize, write and provide complete Plan**

- ❖ Institutional Mission

**FPCS will conceptualize and work with and write an acceptable mission statement, disseminate information on students served, and demographics of student population.**

- ❖ Recruitment of Students

**PCS will conceptualize, adapt and develop policy and procedure for recruitment plan as per accreditation guidelines.**

- ❖ Advertising guidelines (Accreditation Standards)

**FPCS will provide written policy and procedure of advertising guidelines as per accreditation regulations**

- ❖ Website compliance (Accreditation Standards)

**FPCS will assist in providing script for proper Website Compliance as per Accreditation Guidelines.**

- ❖ Branding and marketplace (Handbook of Accreditation)

**FPCS will provide material appropriate for branding and adaptation to the marketplace.**

- ❖ Institutional Admissions Plan (IAP) (5 year)

**FPCS will write provide a complete strategic plan as per Accreditation Guidelines.**

- ❖ Inquiry/File Compliance (Handbook of Accreditation)

**FPCS will provide a process and procedure to track student inquiries and build a blank enrollment student file for prospective students.**

- ❖ ATB/High School/GED Admissions procedure (Accreditation Standards)

**FPCS will provide a policy and procedure for the enrollment of ability to benefit and GED students as per Accreditation guidelines.**

- ❖ Admissions Interview compliance

**FPCS will provide an Admission Training Management format for use in Admission Interviewing of Prospective Students as per Accreditation guidelines.**

Enrollment agreement compliance (Handbook of Accreditation)

**FPCS will provide an enrollment agreement as per Accreditation guidelines**

- ❖ Student orientation (Handbook of Accreditation)

**FPCS will provide a complete student orientation packet and procedure for enrolled students.**

- ❖ Student Handbook (Accreditation Standards)  
**FPCS will provide a complete student handbook for student orientation and enrolled students.**
- ❖ Catalog Accreditation Standards)  
**FPCS will provide a complete school catalog as per accreditation guidelines.**
- ❖ Percentage LDA (Accreditation Standards/Department of Education Federal Guidelines)  
**FPCS will provide a policy and procedure for the last day of attendance**
- ❖ Institutional Educational and Programmatic Plan (IEPP) (5 year)(Accreditation Standards)  
**PFCS will provide a complete Institutional Educational Programmatic Plan as per accreditation guidelines.**
- ❖ Instructor credentialing (Handbook of Accreditation)  
**FPCS will provide a complete review and appropriate forms and provide policies and procedures for instructors.**
- ❖ Course descriptions (Handbook of Accreditation/Department of Education TitleIV)  
**FPCS will write complete sample course descriptions**
- ❖ Daily Lesson Plans (Handbook of Accreditation, Accreditation Standards)  
**FPCS will format Daily Lesson Plans.**
- ❖ Clock/Semester conversions (Department of Education Federal Guidelines TitleIV)  
**FPCS will provide policy and procedure for proper clock/semester hour conversions.**
- ❖ Attendance records/LOA/Drops (Accreditation Standards)  
**FPCS will provide a policy and procedure for correct logging of attendance as per accreditation guidelines.**
- ❖ Lab//Clinical Instructional hour (applicable)( Handbook of Accreditation)  
**FPCS will provide the proper conversion formula for Lab to Credit hour as needed as per accreditation guidelines.**
- ❖ Tracking Homework hours (applicable)(Handbook of Accreditation Department of Education conversion 7.5)  
**FPCS will provide the policy and procedure for proper tracking of homework hours as per accreditation guidelines.**

- ❖ Course adherence to Title IV Funding (Accreditation Standards/Department of Education)

**FPCS will provide guidelines for course adherence regulations for Title IV funding.**

- ❖ Educational delivery system (Accreditation Standards, Handbook of Accreditation)

**FPCS will provide policy and procedure for proper tracking of educational delivery of enrolled students as per accreditation guidelines.**

- ❖ Retention Action Plan(Accreditation Standards/Department of Education TitleIV)

**FPCS will provide a complete retention plan as per accreditation guidelines.**

- ❖ Academic Counseling/Remedial/File Compliance (Accreditation Standards/Department of Education TitleIV Funding Financial Aid)

**FPCS will provide a policy and procedure for academic advising, remedial education and file compliance documentation.**

- ❖ Career Services (Accreditation Standards/Department of Education TitleIV Funding Financial Aid)

**FPCS will provide a complete career services plan, policy and procedure as per accreditation standards.**

Student Placement Plan (Accreditation Standards/Department of Education Title IV Funding Financial Aid)

**FPCS will provide a complete student services plan, policy and procedure as per accreditation standards.**

- ❖ Waivers/ VOE\_(Accreditation Standards/Department of Education TitleIV Funding Financial Aid)

**FPCS will provide a policy and a procedure on placement waivers and employment verification.**

- ❖ 30, 60, 90 day employment retention (Accreditation Standards/Department of Education TitleIV Funding Financial Aid)

**FPCS will provide a policy and procedure on 30, 60,90, day employment student retention.**

Student Services

- ❖ Student Advisement (Accreditation Standards/Department of Education TitleIV Funding Financial Aid)

**FPCS will provide policy and procedure for Student Advisement**

Student File compliance procedure (Accreditation Standards/Department of Education TitleIV Funding Financial Aid)

**FPCS will provide oversight to insure that a policy and procedure is written for student file compliance,**

- ❖ FPCS will complete all the academic work, in addition to providing a sample of an approved COE Self Study, and an Institutional Resource Visit Check list stated as well as answer correspondence and accreditation paperwork for institutional responses.

**NON-DISCRIMINATION POLICY**

**FPCS DOES NOT DISCRIMINATE IN ANY SERVICES ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL CLASS, VETERAN STATUS, DISABILITY, AGE, OR ANY OTHER CHARACTERISTICS PROTECTED BY LAW.**

Please call 407-731-9834 for additional information.