**South Texas College Stakeholder Checklist/Communication Template**

**Name of Perkins Liaison**: _____ **Area Represented**: (please highlight) AA CPWE ISPPSI SAEM

**Instructions**: Use this tool to document who the agreed upon stakeholders are, type of communication to use, when communication takes place and notes from what took place based on the consultations.

| **Required Stakeholder Group** | **1. Stakeholders' Contact Name(s), Title and Contact Information** | **2. Type of Contact (s) (Meetings, Focus Groups, Surveys, Advisory Boards, Interviews, etc.) Recommended** | **3. Type of Contacts Used** | **4. Dates of Communication (at least two are required)** | **5. Notes for Future Planning** |
|---|---|---|---|---|---|
| *Representatives of CTE programs in a local educational agency or educational service agency, including teachers, career guidance and academic counselors, principals and other school leaders, administrators, and specialized instructional support personnel and paraprofessionals* | | | | | |
| *Representatives of CTE programs at postsecondary educational institutions, including faculty and administrators* | | | | | |
| *Representatives of the State board or local workforce development boards and local or regional industries* | | | | | |

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| *Students, and parents at the college's discretion* | | | | | |
| *Representatives of Perkins special populations* | | | | | |
| *Representatives of regional or local agencies serving out-of-school youth, homeless children and youth, and at-risk youth* | | | | | |
| *Representatives of Indian Tribes and Tribal organizations in the State, where applicable* | NA | NA | NA | NA | NA |