**A close up of a clock

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**Entering Model Services**

**AR – Academic Remediation:** Time spent in or out of class receiving tutoring/extra help in any academic subject. This time can be counted as JAG contact only if arranged by the JAG Specialist and used specifically for the purpose of being tutored. Students should receive about one class period of academic remediation each month.

**CS – Community Service:** Time spent participating in community service activities. For planning or following up with community service activities, use the CA code.

**CA – Career Association:** Time spent in or out of class planning, executing, participating in or following up on Career Association activities. This includes Officers’ Leadership Meetings and the I&I Ceremony. The CA code is also used for planning or following up on community service (CS) activities.

**ES – Employability Skills Instruction:** Employability skills (ES) will account for about 75% of the notes that you enter into e-NDMS. This is time spent in or out of class giving instruction through JAG competencies. Includes time spent taking quizzes related to competency attainment, as well as working on assignments, projects or other activities to demonstrate competency attainment. It is used for the administration of pre- and post-tests. May include viewing of films and games if the content is directly related to competency attainment.

**FT – Field Trips/Guest Speakers:** Time spent in class listening to guest speakers or out of class attending field trips to businesses or organizations. Includes field trips for social purposes and Career Development Conference. Please include the name and affiliation/business of guest speakers and field trip locations in the e-NDMS note.

**OT – Other:** Time spent on the administration of standardized assessments like ACT.

**WL – Work-Based Learning:** Time spent on activities that are in partnership with an employer outside of the classroom. Examples include informational interviews, job shadowing, internships (paid or unpaid), mentorships, apprenticeships and school-based enterprises.

**GC – Guidance Counseling:** Time spent counseling/mentoring students in groups of 3 or fewer. Guidance counseling notes in e-NDMS should be a general note on the type of counseling/mentoring without providing sensitive or private student details.