

Admission Coordinator Board Report

June 2010

- Continued to process applications
- Met with counselors and incoming students with chronic attendance issues to discuss the importance of attendance at ECTS
- Held a new student orientation meeting at Union City
- Met with current ECTS students requesting program change to determine appropriateness
- Communicated with guidance counselors concerning students that indicated they may be interested in a low enrolled program
- Worked with instructors, students, and counselors to move current students to the AM session in programs with over 24 students per instructor in PM session for 2010/11 school year
- Began planning of New Student Ice Cream Party
- Worked with marketing company to prepare for the first mailing to current students in July
- Planned for and hosted (with Elaine Shaffer) visits from Talent Search students in North East and Girard school districts
- Planned for and hosted (with Patty Palo) Guidance Counselor Meeting
- Attended Pennsylvania State Guidance Counselor Association conference in Lancaster, PA
- Participated in ECTS summer planning session to review data and set goals for 2010/11 school year