

Admissions Coordinator Report

February/March 2010

- Reviewed every new student application and made notes on students of concern to discuss with home school guidance counselors. Concerns included attendance, grades, interest in correct program.
- Placed new students in programs according to available space and allotment of each district per program.
- Met with each home school guidance counselor to discuss each individual new student and their status of accepted or waiting. Also worked with each counselor to identify students that may be at risk for success due to an academic or personal issue.
- Recruiting presentations to 10 of the 11 school districts for Networking Technology and Hospitality and Tourism two year programs. Recruitment varied from individual classroom presentations to entire sophomore class presentation based on the request of each district.
- Organized visitation of students to the Networking and Hospitality and Tourism Programs
- Organized home school guidance counselor meeting at ECTS
- Organized dates for new student welcome at home schools
- Continually reviewing applications as they are sent to ECTS
- Preparing acceptance and waiting list letters to be sent to applicants