

Admission Coordinator Board Report

May 2010

- Continued to work with the sending district guidance counselors to process new applications and change any status of new applications as requested
- Organized list of interested students that visited Electronics and Auto Body, but did not apply at the request of the instructors. Created scripts for contacting or leaving messages for these students. Organized a follow – up mailing.
- Organized returning students needing placement in the AM session with counselors
- Organized and hosted Talent Search seventh grade visitors from North East and Girard
- Prepared a list of students on the waiting with concerns list for undersubscribed programs with synopsis of reason for concern.
- Organized and hosted final guidance counselor meeting of the year with Patty Palo, ECTS counselor
- Began to prepare a master list of tasks to be completed to prepare for the 2010/11 school year
- Began to brainstorm and prepare activities for the first several days of the new school year for all ECTS students.