

## **Admission Coordinator Board Report**

**June 2011**

- Continued to work with the sending district guidance counselors to process new applications and change any status of new applications as requested
- Began to brainstorm and prepare activities for the first several days of the new school year for all ECTS students.
- Participated in several parent/teacher conferences to determine appropriate placement for next year.
- Began to plan for necessary printed materials for the 2011/12 school year
- Worked with IT Administrator to verify information and move new student information into School Desx
- Sent thank you letters to parents and students, both new and returning, as a piece of the marketing plan
- Participated in the summer planning retreat