

Admission Coordinator Board Report

September 2010

- Organized first 8 days of school activities
- Continued to work with home school counselors to process applications of new students applying late
- Assisted students wanting to move to another program in the building – coordinated visits
- Attended Ft. LeBoeuf 9th grade orientation
- Set up appointments with home school counselors to discuss logistics of recruiting and 9th grade visits and began to meet with counselors
- Prepared for September marketing meeting
- Prepared for 339 audit
- Prepared for STAY meeting
- Preparing for 9th grade presentations in the home high schools
- Continued to work with marketing company to prepare fall marketing mailings to all freshmen in the sending districts