

Admission Coordinator Board Report

April 2012

Attended Erie County Counselors meeting

Continued to process any new applications and changes the districts send

Continued to assist as needed in the transition in the front office

Coordinated Meet the Teacher New Student Dinner

Served on an ISO Audit team

Worked with current students in changing programs or returning to home school

Worked with Supervisors of Student Services to place students with diverse needs in appropriate programs

Attended meetings at home school of students that do not have an IEP, but need assistance in choosing the most appropriate ECTS program.

Coordinated Meet the Teacher New Student Dinner

- Figured out number of expected guests
- Gave instructors information to form support teams
- Gave instructors lists of new student to call and remind of dinner date and time
- Sent reminder letter to parents
- Ordered food
- Purchased miscellaneous items
- Worked with Culinary instructors to coordinate student assistants
- Worked with maintenance to determine needs for seating in each classroom
- Worked with secretarial staff to create name tags for new students