

Admission Coordinator Board Report

February 2012

- Completed processing of applications
- Prepared applications for instructor review
- Maintained data base of applications
- Developed lists of accepted students for the 2012/13 school year
- Set up meetings and began to meet with home school counselors to review lists, make changes, and identify the needs of incoming student to ensure success
- Coordinated half day visits of students that have applied to ECTS for next school year
- Planned for February marketing meeting
- Assisted in the transitions of the high school office