

Admissions Coordinator Board Report

March 2013

Reconciled applications to the correct status of students based on meeting with guidance counselors at each of the 11 districts

Coordinated mailing of acceptance and wait letters with the assistance of Jennifer Douglas and Jeff Smith

Continued to process an new applications and changes the districts send

Coordinated ROVA Leadership Activity for 4 ECTS students

Attended Girard High School's 9th grade scheduling night

Hosted and prepared materials for 3rd quarter guidance meeting

Attended meeting with parents and districts to ensure proper placement of students into ECTS programs

Worked with instructors and districts to balance am and pm sessions in scheduling for next school year

Began to plan for New Student Dinner

Hosted marketing meeting

Coordinated STAY meetings

Scheduled and attended new student greetings in each district

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