

Admission Coordinator Board Report

December 2012

- Coordinated ECTS program visits for 9th graders in all 11 sending districts during the month of November (1332 students)
- Compiled all name badge data collected from 9th graders as to favorite program and intent to apply
- Distributed call lists to instructs of students intending to apply with a 24 hour period of each school visiting to allow instructors to make follow – up phone calls
- Provided a script to instructors to utilize when making follow up phone calls to interested and planning to apply students
- Worked with PR person to approve and send open house invitations to all 9th graders in the 11 districts and their parents
- Worked with PR person to send a priority application date post card to all 9th graders
- Coordinated new student open house details
- Compiled all data from the open house (117 families attended)
- Planned 2nd quarter guidance counselor meeting
- Began to develop plan for 2-yr program recruiting
- Attended 8th grade open house at Seneca High School to represent ECTS