

Admission Coordinator Board Report

January 2013

- Organized and hosted Guidance Meeting for the sending districts in December
- Delivered Food Baskets to students in need before the holiday break
- Assisted with distributing gift cards to students before the holiday break
- Processed applications as they were turned in
- Worked with students, instructors, parents, and home school to determine program changes and withdrawals
- Worked with home school counselors, parents, students, and ECTS principal to improve status or determine appropriate placement of students that failed the first semester
- Processed applications of and provided transition for students beginning ECTS at semester time
- Developed student profile form for instructors to use in reviewing applications
- Organized application review
- Began work on the presentations to sophomores for Networking and Tourism and Hospitality