

Admission Coordinator Board Report

March 2013

- Planned and hosted third guidance meeting of the year
- Communicated to the guidance counselors students from the wait list that indicated a second program choice on the application and lists of students that indicated they planned to apply to Networking and Tourism
- Worked with the guidance counselors to move upper level students to the AM session to balance the number of students in each session
- Placed applicants in programs based on district quotas, returning students and application scores
- Visited each counselor in each district to review applicants status and gather information on admitted students for the 2013/14 school year
- Revised acceptance/wait letters for applicants and monitored the process for mailing letters and certificates of admission
- Completed recruiting for Networking and Tourism and Hospitality
- Coordinated visits for Networking and Tourism
- Began to plan Meet the Teacher Dinner (April 25th 5:00-6:30)
- Continued to process applications
- Coordinated New Student Greetings at the home schools
- Participated on ISO audit team