

Admission Coordinator Board Report

May 2013

- Organized and hosted the final guidance counselor meeting of the year
- Worked with the Art and Design for Business Instructor, student, and staff to produce a presentation for the 8th graders in Millcreek
- Presented ECTS information to all 8th graders in the Millcreek district
- Attended 8th grade career night in Union City to present ECTS information
- Continued to process applications
- Continued to work with home school to balance out AM and PM schedules
- Coordinated Meet the Teacher Dinner data to allow teachers to make a follow up phone call to students that did not attend as part of the marketing plan
- Worked with current students wishing to change programs
- Began plans for marketing and printing for the 2013-14 school year