

**Admission Coordinator
Board Report
October 2012**

- Worked with our graphic artist and Thomas Lee Printing to produce 2,000 packets of information for all 9th graders in our 11 sending school districts. The packet contained our new brochure featuring all 18 programs, a cover letter inviting the students and their parents to learn more about ECTS, and an application. Actual number of packets mailed was 1,982.
- The students in the mail list above are scheduled to receive a postcard from ECTS inviting them to attend the open house of November 29, 2012. The postcard is scheduled to be mailed the week of October 29.
- The parents of the students noted above are scheduled to receive a parent-oriented postcard from ECTS, inviting them to attend the open house. This postcard is scheduled to be mailed the week of November 9, 2012.
- Gave a total of **42 presentations** to all freshmen in sending schools. The presentations are designed to inform students of the opportunities at ECTS and to assist each student in choosing three programs to visit in November with their freshmen class.
- Coordinated freshman visits for the month of November.
- Coordinated and hosted the first of four guidance counselor meetings – all participating districts were present.