

Admission Coordinator Board Report

November/December 2013

- Coordinated freshman tours of ECTS for all 11 sending districts
- Coordinated ECTS new student Open House
- Coordinated half day visits in the month of December for potential students
- Worked with Melissa to send Open House invitations to freshmen and parents and to send Priority Enrollment reminder cards to freshmen
- Coordinated 2nd quarter Guidance Counselor meeting
- Assisted National Technical Honors Society with SafeNet toy drive
- Gave 4 presentations to the 6th grade plan class at J.S. Wilson and Westlake Middles Schools
- Worked with Principal to deliver food boxes to students in need before the holiday break. Boxes were donated by Abiding Hope Church and are a complete holiday meal (ham, potatoes, fresh vegetables, rolls, milk, pie, canned goods). Counselors identified one student from each district whose family would benefit from the meal.
- Worked with principal to develop SAP referral forms for ECTS to communicate information with the home school SAP teams