

Admission Coordinator Board Report

March 2014

- 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
- Developed a form and process for upper level students to attend the AM session to balance classes
- Revised acceptance/wait letters for applicants and monitored the process for mailing letters and certificates of admission
- Began to plan Meet the Teacher Dinner (April 24th 5:00-6:30)
- Continued to process applications
- Coordinated New Student Greetings at the home schools
- Participated on ISO audit team
- Presented ECTS Programs to 6th grade students at Millcreek Middle Schools.
- Attended meetings of new or potential students for next school year to determine appropriateness and develop modified plans if necessary