

Admissions Coordinator Board Report

January 2015

Applications begin arriving to ECTS during the month of January (due by January 23). Each application is put into a master 9th grade data base. I review each application and make antidotal notes to discuss with home school Guidance Counselors. The Instructors are scheduled to review applications on February 3rd. As part of the process I begin to determine how many spaces each district has available in each program for next year. Every student that applied will receive a post card thanking them for their application during the first week of February. This is the next step in the ECTS marketing plan.

Perspective students continue to visit for a half day. We now prefer that those visits take place on Fridays. Guidance Counselors contact me to coordinate those visits with our Instructors.

The recruiting process begins in February for Tourism and Hospitality Management and Computer Networking. I have begun to update the presentation and am working with the sending schools to coordinate the presentation to the sophomore class. The date of the presentations will be coordinated with a meeting with each Guidance Counselor to discuss incoming students for the 2015/16 school year.

I have worked with several students, parents, and home school Guidance Counselors to determine if a change in ECTS program or placement is necessary at semester time.