

Admission Coordinator Report February 2016

All applications have been reviewed in Admissions and by each Instructor. A new data base has been created by Jeff Smith, ECTS Information Systems and Technology Manager. This process connects the data base with Infinite Campus data allowing Admissions to see live data of current and potential students. I am in the process of analyzing the score sheets of applicants and the number of seats per program and per district. The analysis also includes consideration of students based on sending school Guidance Counselor Recommendations. All applicants will be given the status of *Admitted*, *Waiting*, and *Waiting with Concerns*.

Before the end of the February, I will travel to each sending school to review every applicant and their status with the Guidance Counselors. The Counselors will agree with the status or make appropriate changes and sign the list in agreement. Status letters will be mailed to each applicant at the beginning of March. Post cards thanking students for applying were mailed to all applicants the first week of February.

The third quarter Guidance Counselor meeting will be February 25. The counselors will be given lists of students in programs with openings that indicated they planned to apply, but did not. This information comes from the back of the name badge 9th grade students turned it at the end of their visit in November. Counselors use this information when they meet with individual students to schedule for the following school year. Typically, this process will generate applications from students that did not complete the process.

Students that have applied continue to be welcome to visit on Fridays. This visit gives potential students a true picture of an ECTS day from the bus ride in the morning to the return to their sending school. It also gives our Instructors the opportunity to make a connection with potential students. During the month of March I will ask the Guidance Counselors to send any *Accepted* students to visit for a half day. The hope is that a half day visit will ease any anxiety a new student may have about attending next year.

I will be attending the DACUM workshop for Facility Maintenance at the end of the month. I hope to generate recruiting ideas from the group for that program.