

Admissions Coordinator Board Report May 2016

Dinner With the Teacher was a well attended event. About 475 students, parents, and families came out. This is designed to retain students that have been admitted for next school year by creating an atmosphere that allows students to become comfortable in the new ECTS environment. New students and their families have the opportunity to spend some time with the program instructor and other students that will be attending. Many programs also had current students and members from the Occupational Advisory Committee on hand to greet and speak to new students. Thank you to the JOC members that were able to join us for the dinner. ECTS appreciates you taking the time to experience this wonderful event.

The last Guidance Counselor meeting of the year was held on May 13. The Counselors were given rosters for next year and current student grade and attendance reports. I am very thankful to the Counselors for all they have done this school year to assist current students and to assist me in the admissions process.

We have added a new piece to our retention efforts for next year. All new students will receive a hand written, personalized post card from Instructors. The message will be designed around the information students shared on their applications and will be mailed the 3rd week of June. Our goal is to reach out to new students every month from the time we admit them to the first day of school. We recognize the value of developing relationships with students and helping ease any anxiety they may have about choosing ECTS. This post card is another effort to do both.

During the month of May I meet with current students to balance out our levels in the AM and PM sessions and work with any thinking of returning to their sending school or changing programs. To date there are 3 students changing programs and only 5 possibly choosing to return.

I had the opportunity to attend a workshop in Butler hosted by IUP on CTC recruiting and admissions for schools in Northwestern PA. It was a nice opportunity to hear what other schools are doing and to share ideas.

In Admissions, the school year ends with the beginning of the next one in mind. I am beginning to plan printed materials for next year and the first 8 days of fun activities. If any JOC members are in the neighborhood stop in and join us for our Minute to Win It activities and school picnic. A complete calendar will be included in the August report.