

## Erie County Technical School

### **Admission Coordinator Board Report**

**January 2017**

On December 17 my family and I along with several other ECTS staff had the opportunity to deliver food boxes to several of our students and their families throughout Erie County. These boxes were donated by Hope Abiding Church and the Millcreek Kwanas Club. They consisted of a complete, fresh holiday dinner. We are very thankful to this group for thinking of our students.

Applications are arriving and are in process. They will be reviewed by the Instructors at the end of January and I will begin to meet with sending school Guidance Counselors to make admission decisions at the beginning of February. There are several steps to this process to ensure the right student is admitted to the right program for the right reason, thus providing the best opportunity for student success. After applications are received and entered into a data base the following process takes place:

1. Using the [Admissions Summary Sheet](#), ECTS faculty review and create a ranking of student applications.
2. Each of the school districts has an equal number of student spaces in each ECTS Program.
3. A survey of currently enrolled first- and second-year students is conducted to determine which students intend to return to ECTS in the following year.
4. Based on the results of the survey, students intending to return to ECTS are subtracted from the program quota in Step 3. The result is the number of seats available in each program for each district.
5. The [Admissions Coordinator meets with each guidance counselor](#) to review the quota and ranking of applicants. The district and ECTS reach an agreement on which applications are assigned a status of 'accepted'. Applications are reviewed without regard to federally protected classes.
6. Any [applications not accepted are assigned an 'admitted--waiting' status or 'admitted--waiting with concerns'](#). With agreement from the school districts, these applications are assigned an 'admitted' status as openings become available.
7. The [guidance counselors sign the list agreeing to the student selection](#). Sending high schools make the final selection of new students.

Once all applications are received a *Thank you for Applying* post card is sent to all applicants.

ECTS is very appreciative of all of the time the sending school Guidance Counselors take in gathering information in the application process. It can be a tedious, but each part of the application is integral in helping to appropriately admit students. Although each district ultimately makes admission decisions ECTS, through this process, is able to know the needs of individual students prior to enrolling, which leads to better retention and student success.

As the semester comes to a close, the Principal, Supervisors of Instructional Support, and myself have worked together to review grades and reach out to students needing support. We have arranged parent/district meetings, spoken with sending school Guidance Counselors, and worked with individual students on success plans. All efforts are geared to helping students struggling in any way to meet their full potential.