

Erie County Technical School

Admission Coordinator Board Report

May 2017

The ***Dinner with Teacher Event*** was well attended. ECTS hosted 150 new students and their families attended. This event is designed to put students that have chosen to attend ECTS at ease and to reach out and form relationships between the families and Instructors as well as with other new students. The event is part of the marketing retention track.

Admissions are closed for the 2017/18 school year until the new school year begins. Any applications received after May 1 will be held until the year begins. At that time applicants will visit and be admitted. Admissions will open again from August 31 – September 15.

I have been preparing to present ECTS options to several middle schools. My hope is that in the future I will be invited to more events to speak to large groups or in the classroom at this age level. Several applications indicated the applicant first became aware of ECTS in 8th grade. This teaser presentation prepares students for more in depth exploration in the fall of the 9th grade year.

At this time of year the Admissions office works to balance out class schedules, which involves changing the schedules of level 2 students to reflect AM next year. Admissions also works with students and parents if a current student wishes to change ECTS programs or has decided not to return to ECTS for the next school year.

Admissions have been a part of several meetings with incoming students with many absences or a long discipline record. Meetings are arranged with the students and parents to be sure everyone is aware of the expectations and tolerances required in ECTS programs and offer students a clean slate.

The final Guidance Counselor meeting of the year will take place on May 31. I am very appreciative of all the Counselors have done in the Admissions process.

ISO Audits have been underway. I have enjoyed the process of conducting several of these audits. It is very interesting to find out the perspective of the staff in each area being audited and search for ways to improve our processes.