

Academy Recruitment and Application Calendar

4-Stages

Recruitment	Application	Selection	Processing
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Due Date	Time	Activity/Event	Person Responsible	Location
Fall Semester	Advisory	CCR Advisory Sessions	Junior School Staff	BJS, CBJS, GJS, HJS, HMJS
Oct. 29 th	9-12	Principal Meeting – JS Principals for Event Planning	CTE Director	Admin
Nov. 4	2-3	Power Hour Updates: HS Options Timeline	CTE Director, Coordinator, C&I Specialist	Admin
Nov. 11	6-8 PM	College Night	Guidance & Counseling	GCM
Nov. 19	6:30 P.M.	8 th Grade Orientation / Parent Night Elective Fair-- ACADEMY PRESENTATION @ RESPECTIVE CAMPUSES	CAMPUSES; Campus CTE Specialists	REL, GCM, RSS
Nov. 22	9 A.M. – 2 P.M.	Highlands Junior Career Day Participation	CTE Staff	HJS
Dec. 3	6:00 P.M.	IMPACT Information Meeting	IMPACT Principal	IMPACT
Dec. 10	6:30 P.M.	SCTHS Student Showcase	SCTHS Principal	SCTHS
JUNIOR SCHOOL COURSE SELECTION SHEETS DUE BEFORE CHRISTMAS BREAK (DEC 2-20)				
Jan. 8	8 A.M.	Academy, IMPACT, SCTHS, Cosmetology Application Available	Organizer: CTE Specialists	Junior Schools, Web Page
	9 A.M.	Announcements Made at Junior Schools		Junior Schools
	ALL DAY	REL, RSS, GCM Academies Presentation for 8 th graders	Organizer: CTE Coordinator; Representatives from all HS Options	Horace Mann JS
Jan. 9	ALL DAY	REL, RSS, GCM Academies Presentation for 8 th graders	Organizer: CTE Coordinator; Representatives from all HS Options	Cedar Bayou JS
		SCTHS/IMPACT Presentation for 8 th graders		Baytown JS
Jan. 10	ALL DAY	REL, RSS, GCM Academies Presentation for 8 th graders	Organizer: CTE Coordinator; Representatives from all HS Options	Baytown JS
		SCTHS/IMPACT Presentation for 8 th graders		Cedar Bayou JS
Jan. 13	NA	Mail Letter from Superintendent including open lab, career night, application info	CTE Director/ Communications Office	NA
	ALL DAY	REL, RSS, GCM Academies Presentation for 8 th graders	Organizer: CTE Coordinator; Representatives from all HS Options	Highlands JS
SCTHS/IMPACT Presentation for 8 th graders		Gentry JS		

Jan. 14	ALL DAY	REL, RSS, GCM Academies Presentation for 8 th graders	Organizer: CTE Coordinator; Representatives from all HS Options	Gentry JS
		SCTHS/IMPACT Presentation for 8 th graders		Highlands JS
Jan. 15	ALL DAY	SUBMIT NEWSPAPER ARTICLE	Organizer: CTE Coordinator; Representatives from SCTHS/IMPACT	Horace Mann JS
		PRINT POST CARD & LABELS FOR MAILOUT		
Jan. 16	6:00 – 8:00 P.M.	Career Night Presentations on each HS Option	HS Options Designee	GCM
Jan. 23		POINT presentation	CTE Specialist	
Jan. 24	1:04-1:34	8 th Grade Lunch Visit	HS Options Team	Horace Mann JS
Jan. 27	1:04-1:34	8 th Grade Lunch Visit	HS Options Team	Baytown JS
		BAYTOWN SUN Article	Susan Passmore	NA
Jan. 28	1:04-1:34	8 th Grade Lunch Visit	HS Options Team	Cedar Bayou JS
Jan. 29	1:04-1:34	8 th Grade Lunch Visit	HS Options Team	
		Postcards mailed	Elizabeth Holland	
Jan. 30	1:04-1:34	8 th Grade Lunch Visit	HS Options Team	
	Evening	Call out to 8 th grade parents	CTE Director/ Communications Office	NA
	5 – 7 P.M.	Open lab night for application support	Mike Riojas	SCTHS
Feb. 1	9:00 A.M.	Spanish HS Options Books delivered to Junior School counselors and migrant & ELL students	Jane Paris	NA
Feb. 2	11:59 P.M.	Applications deadline	Students	Online
Feb. 3-6	TBD	1 ST Choice Lotteries	IMPACT & SCTHS (if necessary) Principal	IMPACT & SCTHS
Feb. 7	TBD	Review Student Applications & determine student placement	Academy, SCTHS, Cosmetology Leaders	TBD
Feb. 14	8:00 A.M.	Mtg. to organize disbursement of letters to students @ junior schools	HS Options Team Leaders	TBD
Feb. 14	8:30 A.M.	Notification letters delivered to JS counselors	CTE Academy Specialists	Respective Junior Schools
Feb. 25		Evening Parent Meeting/Team Building activity to welcome Academy students; Intra-District Agreement for Transfer Students completed. (All academies & cosmetology)	CTE Specialists	@ Academy Campus

Feb. 26	5 P.M.	Decision Agreement & Transfer forms from Students Due to JS counselor	Students	TBD
Mar. 2		2nd round application opens on web site	CTE Director	