

## 2019 – 2020 TIMELINE

### Important Dates to Remember

Action	Due Date / Window	
<p>HS Programs review and, if necessary, revise the Counselor’s PowerPoint Presentation (shared with you) and Paper Application/Interest Form (i.e. Open House dates and times, due dates, contact information). Last year’s Open House dates in the PPT are listed in <b>RED</b>. Indicate your revision by adding “2019” after Month Day (i.e. November 6, 2019) so we are aware of the update.</p> <p>Revised Paper Applications/Interest Forms are submitted to Esther Hughes for upload to the district website, <a href="https://www.episd.org/highschoolprograms">https://www.episd.org/highschoolprograms</a>.</p> <p>Changes to videos will be considered only in extenuating circumstances (point of contact has changed, for example.)</p>	<b>8.15.2019</b>	<b>8.29.2019</b>
<p>Prior to <i>Open Houses and Middle School Campus Visits</i>, MS counselors may present (objectively) the updated PowerPoint and <i>all</i> program videos to 8th grade students during P.E., keyboarding as part of College and Career development requirements.</p>	<b>9.3.2019</b>	<b>9.30.2019</b>
<p>HS Programs may host one or more <i>Open Houses</i> at their campus. They may visit middle schools at which events are planned. <u>Counselors will coordinate these via Outlook Calendar invites</u>. Confirm your program point of contact with Esther Hughes. When you send out your Open House invites, ensure all points of contact are notified. MS Counselor Point of Contact listing forthcoming.</p> <p>MS Counselors should clearly describe the format of the presentations (Fair, Assembly, Class Rotations, etc.). HS Program Coordinator Point of Contact listing forthcoming.</p>	<b>10.1.2019</b>	<b>11.15.2019</b>
<p>First-Round In-District and Out-of-District <b>Paper Applications/Interest Forms</b> turned in to the HS Program. (Applicant delivers directly to HS Program.) Online Applications/Interest Forms are live on <b>October 1</b>.</p> <p><b>The bulk of Applications/Interest Forms should be submitted by November 15;</b> however, the online Applications/Interest Forms will remain live indefinitely for Second-Round Applications/Interest Forms, to be processed at the discretion of each HS Program.</p>	<b>10.1.2019</b>	<b>11.15.2019</b>
<p>HS Program reviews Paper and/or Online Applications/Interest Forms and makes determinations.</p>	<b>10.1.2019</b>	<b>12.15.2019</b>
<p>First-Round Program Notification Window for In-District and Out-of-District Applicants. <b>Notify of acceptance or denial.</b> Document notification. Method of notification (i.e. letters, email, phone call) is at the discretion of the HS Program.</p>	<b>12.16.2019</b>	<b>12.19.2019</b>
<p>First-Round Student Response for In-District and Out-of-District applicants. Responses must be documented in writing. Preference of the written documentation (i.e. Returned <i>Student Response Form</i> included in the acceptance letter, Copy of Email, etc.) is at the discretion of each HS Program.</p>	<b>12.16.2019</b>	<b>1.24.2020</b>
<b>EPISD EXPO at UTEP (Community Engagement)</b>	<b>1.17.2020</b>	
<p>HS Program Coordinator submits Student List spreadsheet to Student and Parent Services, attention Fatuma Ereng.</p>	<b>1.31.2020</b>	
<p>Acceptance of Second-Round Applications/Interest Forms submitted after December 15, 2019 is at the discretion of each HS Program.</p>	<b>High School Program Internal Process</b>	