



2021-2022 High School Programs Recruitment and Application Timeline

Roles and Responsibilities for High School Program Coordinators and Designated Middle School Counselors

- **Early College High Schools** (Burges, Transmountain)
- **Magnet Programs & Academies** (Andress IB, Bowie Small Learning Communities, Chapin Pre-Engineering, Coronado IB, El Paso Dual Language, Silva Health Magnet, Young Women's STEAM Prep Academy)
- **New Tech Programs** (Austin, Bowie, Franklin, Irvin, Young Women's STEAM Prep Academy)
- **P-TECH Programs** (Andress Teacher Ed., Austin Computer Sci., Bowie Teacher Ed., Chapin Computer Sci., Coronado Business, El Paso Computer Sci., Franklin Medical, Irvin Medical, Jefferson Medical)

Linked "living" documents below are in OneDrive. Check regularly for updated information. Documents with editing rights will save all revisions automatically. Take care not to delete any information when editing.

August 12, 2021 through August 27, 2021

High School Program Coordinator

- Ensure your information in the [High School Program Coordinator Contact Information](#) spreadsheet is correct. Revise accordingly.
- The format of last year's [High School Program Guide](#) is under review. Follow the [2021-22 HS Programs Guide Outline](#) (highlighted sections only) and modify the content as needed. Email your text to Esther Hughes.
- Update your program's application/interest form and email link to Esther Hughes. The Parent Portal District Application **may not** be an option this year. Stay tuned.
- Between September 27 and November 19, high schools may host face-to-face or virtual Program Information Meetings. (You may host presentations during Intersession if you are on duty or have received prior approval from your supervisor to flex your time.) In preparation:
 - Find the appropriate section (*High School Program Presentations*) of the [2021 Program Information Meetings Calendar](#).
 - Add your presentation date(s), times and format. (Insert rows as needed. Try to keep double booking to a minimum. Use extreme care not to delete others' entries.)
 - [Send an Outlook invitation](#) to designated Middle School Counselors.

Middle School Counselor

- Ensure your information in the [Middle School Counselor Contact Information](#) spreadsheet is correct. If you are the NOT a designated Middle School Counselor who will assist in the High School Programs recruitment and application processes, please remove your information.
- Between September 27 and November 19, middle schools may host Program Information Meetings. This is when High School Program Coordinators come into the middle schools to present to students. In preparation:
 - Find the appropriate section (*Presentations at Middle Schools*) of the [2021 Program Information Meetings Calendar](#).



- Add your presentation date(s), times and format. (Insert rows as needed. Try to keep double booking to a minimum. Use extreme care not to delete others' entries.)
- [Send an Outlook invitation](#) to all High School Coordinators.

September 1, 2021 through October 1, 2021

Middle School Counselors

- Present the updated 2021-2022 High School Program Presentation for Students PPT, along with program videos found at EPISD High School Programs to 8th grade students to be completed by October 4, 2021.
- Decide how to use the 2021-22 High School Program Guide, whether student-led and self-paced, or counselor-led in conjunction with the PPT and video presentations. (Consider creating a friendly trivia assessment or "scavenger hunt" of the High School Program Guide for students to demonstrate understanding of their options.)

September 27, 2021 through November 19, 2021

High School Program Coordinator

- Host scheduled *High School Programs Presentations*.
- Maintain communication with each counselor for assistance in notifying students of your presentation(s): announcements, all-calls, social media, Schoology, etc.
- Accept applications/interest forms. If student downloaded the form, they should email the PDF directly to you by **November 19, 2021**.

It is preferred that the bulk of applications is submitted by the deadline. Applications received after November 19, 2021 may be processed at the discretion of each program and principal.

Middle School Counselors

- Host scheduled *Presentations at Middle Schools*.
- Maintain communication with each coordinator regarding presentation structure and expectations.
- Remind students of **November 19, 2021** due date. If they downloaded a form, they must email it directly to that program's coordinator.

September 27, 2021 through December 10, 2021

High School Program Coordinator

- Process applications and make determinations.

December 13, 2021 through December 17, 2021

High School Program Coordinator

- Notify applicants of acceptance OR regret.



EL PASO
INDEPENDENT
SCHOOL DISTRICT

Early College, P-TECH & Specialty Programs

- In the acceptance email/letter, include a “Student Response” form, or a link to a secure online “Student Response” form that allows students to confirm their intent to attend the program. This form should clearly state that it can be returned between **December 20, 2021 and January 21, 2022**, but no later.
- Document acceptance notification. The method of notification (i.e. letters, email, phone call) is at the discretion of each program and principal.

December 20, 2021 through January 21, 2022

High School Program Coordinator

- Document “Student Response” forms received.
- Download and begin populating the [Student List](#) spreadsheet as in-district student commitments to attend are received. (Please download and save to your desktop to complete.)

Middle School Counselors

- Remind students that “Student Response” forms are due to each program on **January 21, 2022**.

December 20, 2021 through January 21, 2022

High School Program Coordinator

- Document “Student Response” forms.

January 28, 2022

High School Program Coordinator

- Submit Student List to Fatuma Ereng (faereng8@episd.org), Assistant Director Student & Parent Services PEIMS.