**INFORMATION** 

TO:

High School and Middle School Principals

FROM:

Esther V. Hughes, Facilitator

SUBJECT:

High School Programs Recruitment

DATE:

October 22, 2018

Below is the timeline and application process that the High School Program Coordinators and Middle School Counselors will follow for the 2018-19 High School Program recruitment of eighth graders who will enter high school in 2019-20.

Action	Due Date/Window	
Prior to High School Program open houses and visits, middle school counselors will be given the opportunity to objectively present all program videos to 8th grade students during P.E., keyboarding as part of College and Career development requirements.	10,15,18	10.31.18
High School Programs may host one or more open house(s) and visit those middle schools at which counselors have planned with coordinators, via the Office 365 Calendar Share.	11.1.18	11.30.18
First Round In-District and Out-of-District Online Applications will be live and Paper Applications will be available for downloading at <a href="https://www.episd.com/highschoolprograms">www.episd.com/highschoolprograms</a> .	11.1.18	11,30.18
First Round In-District and Out-of-District paper applications will be due to the High School Program. (Applicant must deliver directly to High School Program.)	11.1.18	11.30.18
High School Program reviews applications and makes student selections.	11.1.18	Ongoing
First Round Program Notification Window for In-District and Out-of- District Applicants. Method of notification (i.e. letters, email, phone call) is at the discretion of the High School Program.	12.3.18	12.7.18
First Round Student Response Window for In-District and Out-of- District applicants. Student responses must be documented in writing. Preference of the written documentation (i.e. Student Response Form, Copy of Email, etc.) is at the discretion of the High School Program.	12.10.18	12.14.18
Acceptance of "Second Round" applications submitted after January 9, 2019 is at the discretion of the High School Program.	High School Program Internal Process	

Approved by:

Jason J. Long Executive Director, Innovation, Design & Development

Jose A. Lopez
Chief of Staff, Office Of The Chief Of Staff