



Edison P-TECH School of Business

Recruitment Plan

2020-2021 School Year

| Choice Schools & Programs Timeline & Deadlines | | | |
|--|---|---|---|
| August | Individual meetings with leaders of Choice Schools & Programs | Planning to determine seat availability and review administrative procedures (SAISD Choice School Leaders will meet with School administration and Coordinators to plan and review recruitment) | Office of Access & Enrollment Dr. Baumer |
| September | Choice overview meeting | Overview of Choice process, timeline, and recruitment (product: recruitment timeline document provided to school leaders) | Office of Access & Enrollment Dr. Baumer |
| October | Meetings with counselors, PFLs, and other district depts. | Presentation to discuss timeline, procedures, and process (product: recruitment timeline document provided to school leaders) | P-TECH Coordinator David Garcia |

| Application & Selection Round #1 | | | |
|----------------------------------|----------------------------|--|---|
| November | Parent information session | Information session for parents and district staff on navigating the Choice process (Monthly meetings begin with parents and students through Zoom and Facebook live – Ask a question about Choice Schools. Tune in live on SAISD Choice Schools & Programs Facebook page or watch the replay anytime.) | Office of Access & Enrollment Dr. Baumer |
| November | Application window opens | Application window opens for all students (First day to Submit an application is November 9 th , 2020 to Choice Schools & Programs for the 2021-2022 school year. Apply online at www.saisd.net/apply or at (210)554-2660. | Office of Access & Enrollment Dr. Baumer |
| December | Experience SAISD | Districtwide school showcase and resource fair with representation from every SAISD school – Virtual Online Event https://saisdchoice.com/events/experience-saisd/ (Families from all over Bexar County are invited to visit the Experience SAISD 4.0!) | Office of Access & Enrollment Dr. Baumer |
| December | Parent information session | Information session for parents and/or district staff on navigating the Choice process (Ask a question about Choice Schools. Tune in live on SAISD Choice Schools & Programs Facebook page or watch the replay anytime.) | P-TECH Coordinator David Garcia |



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| January | Mini Fairs | Schools host "Mini Fairs" for 8th graders to introduce them to high school Choice options. Representatives from every high school will visit with 8 th grade students via Zoom. Morning session 9-11:30 AM, afternoon session 1-3:30 PM. Representatives provide a 5 minute presentations that rotate among 15-18 break out rooms. | P-TECH Coordinator David Garcia |
| January | Enrollment Guide | The 2021-2022 SAISD Enrollment Guide is published and made available for families from all over Bexar County to explore. Discover what's unique about each of our 90+ schools, including over 40 Choice Schools and Programs! | Office of Access & Enrollment Dr. Baumer |
| January | Parent information session | Information session for parents and/or district staff on navigating the Choice process (Ask a question about Choice Schools. Tune in live on SAISD Choice Schools & Programs Facebook page or watch the replay anytime.) | Office of Access & Enrollment Dr. Baumer |
| January | Tour Week | Advertised week during which campuses will host visitors (tours, student shadows, etc.) | P-TECH Coordinator David Garcia |
| February | DEADLINE to submit applications | Application window closes. All applications must be submitted online before 11:59 PM and 4PM in-person to be considered for Round #1 | Office of Access & Enrollment Dr. Baumer |
| February | Offers announced | Waitlist or acceptance offers announced via email/text/mail to applicants who submitted applications before the Round #1 deadline | Office of Access & Enrollment Dr. Baumer |
| March | DEADLINE to accept an offer | Applicant deadline to accept only one school's offer before forfeiting their seat | Office of Access & Enrollment Dr. Baumer |
| March | All waitlist offers announced | Waitlists are cleared and offers are announced to Round #1 applicants. Applicants being notified from the waitlist typically have one week from the time of notification to accept their seat. | Office of Access & Enrollment Dr. Baumer |
| March | DEADLINE to accept waitlist offers | Applicant deadline to accept any waitlist offers. Applications who receive offer to a Choice School or Magnet Program must accept their seat by March 16, 2021. (This deadline has been extended to recent inclement weather and outages.) If no action is taken by the deadline, the seat will be forfeited to an applicant on the waitlist. | Office of Access & Enrollment Dr. Baumer |



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| Application & Selection Round #2* | | | |
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| April | Round #2 schools finalized | A final list of schools participating in Round #2 will be made public. | Office of Access & Enrollment Dr. Baumer |
| April | Application window opens | Application window reopens for all students | P-TECH Coordinator David Garcia |
| May | DEADLINE to submit applications | Application window closes. All applications must be submitted online before 11:59 PM and 4PM in-person to be considered for Round #2 | Office of Access & Enrollment Dr. Baumer |
| June | Offers announced | Waitlist or acceptance offers announced via email/text to applicants who submitted applications before the Round #2 deadline | Office of Access & Enrollment Dr. Baumer |
| June | DEADLINE to accept an offer | Applicant deadline to accept only one school's offer before forfeiting their seat | Office of Access & Enrollment Dr. Baumer |
| Ongoing | Waitlist offers announced (if applicable) | Waitlist offers announced to Round #2 applicants. Applicants being notified from the waitlist typically have one week from the time of notification to accept their seat. | Office of Access & Enrollment Dr. Baumer |