



Edison P-TECH School of Business

701 Santa Monica • San Antonio, Texas 78212

Telephone (210) 738-9720

San Antonio Independent School District



Recruitment Plan 2022-2023

August 2022

Edison High School Events

- Cub Camp- August 1, 2022
- Meet the Bears- August 11, 2022

September 2022

Edison High School Events

- Edison Open House- September 7, 2022

P-TECH Staff- Frances Riojas

- School of Business Tour Video
- School of Business Presentation Video
- P-TECH Ambassadors Program Selection and Training

October 2022

P-TECH Staff- David Garcia, Anabelle Ornelas, Frances Riojas

- Visit SAISD Middle Schools to Promote P-TECH Program
- P-TECH Informational Sessions (Zoom or In Person)
- Fall Industry Partner Night

November 2022

P-TECH Staff- David Garcia, Anabelle Ornelas, Frances Riojas

- Visit SAISD Middle Schools to Promote P-TECH Program
- P-TECH Informational Sessions (Zoom or In Person)

December 2022

P-TECH Staff- David Garcia, Anabelle Ornelas, Frances Riojas

- Visit SAISD Middle Schools to Promote P-TECH Program
- P-TECH Informational Sessions (Zoom or In Person)



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January 2023

P-TECH Staff- David Garcia, Anabelle Ornelas, Frances Riojas

- Visit SAISD Middle Schools to Promote P-TECH Program
- P-TECH Informational Sessions (Zoom or In Person)

February 2023

P-TECH Staff- David Garcia, Anabelle Ornelas, Frances Riojas

- Spring Industry Partner Night

March 2023

Office of Access and Enrollment Management

- Begin registration
- Maintain waiting list and notify parents of enrollment if applicable

FACE Specialists- Angela De la Rosa and Blanca Martinez

- Facilitate phone calls to homes

P-TECH Staff- David Garcia, Anabelle Ornelas, Frances Riojas

- Notify parents of enrollment status (robocalls or personalized)
- Send confirmation letters or postcards to families and students who enrolled, notifying them that their spot has been reserved



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April 2023

Office of Access and Enrollment Management

- Send second communication home with registration deadline reminder

Registration Team- Maria Cabello Maria Castellano, David Garcia, Frances Riojas

- Facilitate final reminder calls to families who have not registered yet (robocalls or personalized)

P-TECH Staff- David Garcia and Frances Riojas

- Notify students who will be mandated to attend Summer Bridge
- Facilitate final reminder calls to families who have not registered yet (robocalls or personalized)
- Notify students who will be mandated to attend Summer Bridge

May 2023

P-TECH Staff- David Garcia, Anabelle Ornelas, Mark Vargas

- Share behavior management policy, attendance expectations and incentives, and transportation schedule with students and families
- Welcome Students to Commitment Ceremony

June 2023

P-TECH Staff, David Garcia, Anabelle Ornelas, Mark Vargas

- Call parents of registered students to remind them of the program and expectations

July 2023

P-TECH Staff, David Garcia, Anabelle Ornelas, Mark Vargas

- Send thank-you letters to students and families
- Summer Bridge 2023 begins