



# Silsbee Early College High School

## Recruitment & Enrollment Timeline

| <b>Date</b>     | <b>Activity</b>                                      | <b>Description</b>  | <b>Who is Involved</b>  |
|-----------------|--|---|---|
| <b>November</b> | Distribute recruitment material                      | Mail and Email Silsbee ECHS products [flyer & brochure] to all 8 <sup>th</sup> grade students.  | ECHS Administrator & ECHS Staff   |
| <b>November</b> | Distribute December MS Class Visit Information/Flyer | Email products to all 8 <sup>th</sup> grade students.<br>Post information on social media outlets.  | ECHS Administrator, ECHS Staff & Director of Communications   |
| <b>December</b> | ECHS Presentation to EJMSMS Elective Classes         | Provide ECHS overview and enrollment details to 8th grade students in elective classes  | ECHS Administrator & MS Administration  |
| <b>January</b>  | Silsbee High School Showcase                         | Introduce 8th graders to Silsbee HS Programs & Organizations (ECHS Session as part of rotation sessions)  | ECHS Administrator, ECHS Staff, MS Administration & IHE Partner                                       |
| <b>January</b>  | Middle School Lunch Recruitment                      | Promote ECHS during 8th grade lunches at both middle school   | ECHS Administrator, ECHS Staff, MS Administration, MS Counselors & current ECHS Students.             |
| <b>January</b>  | Release of ECHS Recruitment Informational Video      | Provide ECHS overview and enrollment details to parents   | ECHS Administrator, ECHS Staff, Director of Communications & SHS Audio Visual Dept.                   |
| <b>January</b>  | Release ECHS Application                             | Provide MS Counselors with applications and post ECHS Application on Silsbee ISD Website  | ECHS Administrator, MS Counselors & Director of Communications  |
| <b>February</b> | Day in the Life of an ECHS Students – Part 1         | Provide opportunity for 8 <sup>th</sup> grade students to attend college courses at Silsbee HS to experience a college classroom environment and rigor. | ECHS Administrator, MS Administration, MS Counselor, IHE Partner, Adjunct Professors & IHE Professors |
| <b>February</b> | Informative Parent Meeting                           | Provide ECHS overview, enrollment details, and address questions/concerns   | ECHS Administrator & ECHS Staff   |

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|--------------------|--|---|--|
| <b>February</b>    | ECHS Application Deadline                    | All students interested in ECHS should submit ECHS Applications to their MS counselor   | MS Counselors & ECHS Staff   |
| <b>March</b>       | Day in the Life of an ECHS Students – Part 2 | Provide opportunity for incoming freshman to attend college courses at Silsbee HS to experience a college classroom environment and rigor.  | ECHS Administrator, MS Administration, MS Counselors, IHE Partner, Adjunct Professors & IHE Professors |
| <b>March</b>       | ECHS Lottery                                 | Students will be selected through a weighted lottery  | ECHS Administrator, ECHS Staff, Silsbee HS Principal, Silsbee HS Staff                                 |
| <b>March</b>       | Students notified of ECHS acceptance         | ECHS Acceptance/Welcome letters mailed home   | ECHS Administrator & ECHS Staff  |
| <b>March</b>       | Accepted ECHS Student Interviews             | Provide overview and information regarding their ECHS acceptance  | ECHS Administrator, ECHS Staff & MS Administration   |
| <b>April</b>       | Personal Gradation Plan (PGP) Sessions       | Students and their parents/guardians will participate in a PGP session to discuss/plan the student's 4 year plan.   | ECHS Administrator, ECHS Staff, HS counselor, MS Administration & MS counselor                         |
| <b>April</b>       | IHE Application Day                          | Students will complete their college application to partnering IHE  | ECHS Administrator, ECHS Staff, MS Administration & IHE Partner  |
| <b>April</b>       | Accepted Student & Parent Meeting            | Provide detailed information regarding ECHS program   | ECHS Administrator & ECHS Staff  |
| <b>July</b>        | Summer Bridge Program                        | All accepted students are required to attend; All other students are invited to attend; Students will participate in teambuilding, college prep workshops, and TSIA2 prep workshops. Accepted ECHS students will also participate IHE partner tour. | ECHS Administrator, ECHS Staff, Summer Bridge Teachers & IHE Partner                                   |