



Action	Audience	Responsible Party	Date (s)	Location	Resources
Marketing Materials Distributed	Middle School Students and Parents	District Administration	August- December	Middle Schools and District Website	Posters, flyers, video
Community Outreach Event	Middle School Students and Parents	Odessa College and campus P-TECH administration	October and April	Odessa College	Program Banners, flyers, displays, promotional materials, and sign in sheet
Application Made Available	Middle School Students and Parents	Campus Administration	October 1- July 31	Ector County	Online application on OCTECHS and District Website.
OCTECHS parent/student information night	Middle School Students and Parents	Campus P-TECH Administration and Odessa College P-TECH team	October- December	Odessa College	Program video, flyer, displays, PowerPoint, and sign in sheets
Notify Applicants of Acceptance	Middle School Students and Parents	Campus Administration	January	Phone call and Email	Acceptance Letter
Confirmation of Accepted Applicants	Middle School Students and Parents	Campus Administration	February	Phone Card/Acceptance Cards	Signed Acceptance Cards
Waitlisted Students Notified	Middle School Students and Parents	Campus Administration	February - July	Phone Call, Email, Mail	Acceptance Letter
College Signing Night	Middle School Students and Parents	Campus PTECH Administration, Teachers, Students and Odessa College P-TECH Team	April	Odessa College	Event flyer and commitment cards, sign in sheet
Summer Bridge	Incoming P-TECH Students	Campus PTECH Administration, Teachers, Students and Odessa College P-TECH team	July	Odessa College	Agendas, sign in sheet, various college and high school activities