



Gathering Information & Matriculation Agenda

January 23, 2008 – Room B6 (3:00 p.m. – 4:30 p.m.)

January 24, 2008 – Room B5 (3:00 p.m. – 4:30 p.m.)

January 25, 2008 – Room B6 (3:00 p.m. – 4:30 p.m.)

Instructor: Carol Waldron

Fremont Training Center

<http://www.sandi.net/zangle/masterschedule/>

AGENDA	ACTION ITEMS
<p>Review</p> <ul style="list-style-type: none"> • Project Timeline • Session 1 Homework <p>Staff Information</p> <ul style="list-style-type: none"> • Teaching Assignment Preferences • Meeting with groups • Written Surveys • Matriculation card recommendations • Counseling meetings • Open Door policy • Setting up the Master Schedule team • Enrollment projections <p>Parents</p> <ul style="list-style-type: none"> • Matriculation cards • Course Catalog • Incoming grade level Orientation Meeting / Tours • Parent Conferences (phone/in person) • New Counselor – first meeting with Parents <p>Feeder Schools</p> <ul style="list-style-type: none"> • Matriculation breakfast • Matriculation at sites • The Recommendation list <p>Important Points</p> <ul style="list-style-type: none"> • Calendar deadlines • Tracking what works and what doesn't • Obtaining test scores • Thinking ahead... <ul style="list-style-type: none"> ◦ How will you collect information on VEEP/Choice/Magnet? ◦ How will you handle registration once school starts? 	