

Humble ISD ECHS Strategic Plan
June 16, 2014

Student Assessment				
Month/Date	Task	Person responsible	Budget	Notes
August, 2013	Design Quest Success Plan (QSP) process and timeline for assessment of each student's track for high school completion and acquisition of college credits towards an associate's degree.	Counselor Assessment Coordinator		
Fall 2013	Align program of study to reflect House Bill 5 legislation and associate degree requirements	Counselor Administrative Team Academic Lead Teacher		HB5
Fall 2014	Create Quest Early College High School Course Guide. Include the following: <ul style="list-style-type: none"> ● Courses and course numbers used at Quest ● HB 5 graduation requirements ● Lone Star College Associate Degree Requirements ● GPA and Rank information ● Dual Credit Summer School information ● QSP information ● Lone Star Academic Accountability Policy ● College Course Drop Procedures 	Counselor Administrative Team Academic Lead Teacher		Align to District course Guide- with a separate section which addresses procedures specific to Quest ECHS
On Going-As Needed	The Early College High School shall administer a Texas Success Initiative (TSI) college placement exam (as defined by TAC §4.53) to all accepted students to assess college readiness, design individual instructional plans, and enable students to begin college courses based on their performance.	Counselor, Assessment Coordinator		TEA ECHS Blueprint Action: Quest Academic Boot Camp
Monthly	Regularly identify students needing additional support for successful participation in the early college high school program and create individual student action plans; monitor and provide assistance	RTI Team: At Risk Counselor Interventionist Grade level academic teams		

Humble ISD ECHS Strategic Plan
June 16, 2014

Student Assessment				
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Each grading period	The ECHS shall implement in each term structured data review processes designed to identify student strengths and weaknesses and develop individual instructional plans.	Counselor, Assessment Coordinator		TEA ECHS Blueprint Action: Quest Success Plan
November, January and April each year	Meet with struggling students and their parents to develop a Quest Success Plan (QSP) for improvement.	Administrative Team, Dual Credit/Assessment Coordinator		
Annually	Use District Bridges Program: <ul style="list-style-type: none"> ● To create and review four year Personal Graduation Plans (PGP) for all students. ● Use PGPs to schedule students in high school and college courses ● To prepare for SAT/ACT testing ● Increase participation in SAT/ACT testing by 20%. 	Counselor	District renewal of XAP (Bridges)	District Bridges Program PGP's mandated by HB5
Annually	Create master schedule that aligns with Quest, LSC-K, and LSC-A schedules to meet graduation requirements for both HB5 and Assoc. of Arts degree	Counselor, Administrative Team		Program requires that students must be able to meet both high school and associate degree requirements.
Ongoing	Create provisions for collecting and reviewing the following disaggregated data: <ul style="list-style-type: none"> ● Number of Credit hours taken and earned ● GPA's ● State Assessment Results ● SAT/ACT/, PSAT scores ● TSI readiness by grade level ● Qualifications of ECHS staff ● Location(s) where courses are taught. 	Counselor		Fall Designation Application

Humble ISD ECHS Strategic Plan
June 16, 2014

Student Assessment				
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Ongoing	Implement and monitor instruction, guidance, and support for students making the transition from Quest to postsecondary education. <ul style="list-style-type: none"> ● College options and requirements ● Navigation of systems and processes on a college campus ● Application processes ● Financial aid ● Loans ● Scholarship procedures 	Counselor Facilitators AVID Facilitators		100% of students accepted to four year universities.
Ongoing	Implement and monitor student affective education for the whole child using Why Try Guidance Curriculum and Family advisory curriculum	Counselor Family Facilitators		PBIS "Why Try" Curriculum to support district's mission "to develop each child intellectually, artistically, emotionally, physically, and socially..."

Humble ISD ECHS Strategic Plan
June 16, 2014

Service Design				
Month/Date	Task	Person responsible	Budget	Notes
2009 - Ongoing	The ECHS must provide a full-day program, an IHE liaison with decision-making authority, and a highly qualified staff with support and training.	Principal, IHE Liaison, Quest Staff		TEA ECHS Blueprint (i.e., full day as defined in PEIMS) at an autonomous high school (i.e., a high school with a principal or program coordinator assigned 100 percent to ECHS responsibilities who has scheduling, hiring, and budget authority)
2009 - Ongoing	Provisions for implementing program improvements based on the collection and review of the articulation of high school students in four-year colleges/universities and level of entry	Principal, Counselor		TEA ECHS Blueprint
2009- Ongoing	The ECHS is a TSI assessment site, allowing frequent testing and access to raw data that can be used to identify student weaknesses and create tailored interventions and individualized instructional plans to improve student readiness and success.	Quest Administrative Staff, Counselor, Facilitators, ALT		TEA ECHS Blueprint
May & August of each year	The ECHS provides a Bridge program before and after grade 9.	May & August of each year	Campus budget / Grant funding	TEA ECHS Blueprint (an intensive academic preparation program that provides opportunities to strengthen academic skills necessary for high school and college readiness)

Humble ISD ECHS Strategic Plan
June 16, 2014

Service Design				
Month/Date	Task	Person responsible	Budget	Notes
Fall and Spring of each school year	The ECHS shall provide college awareness to current and prospective students and families, including: <ul style="list-style-type: none"> • Application assistance • Financial aid counseling • College and career counseling 	Quest Administrative Staff, Counselor, Facilitators, ALT		TEA ECHS Blueprint Assist with acquisition of scholarships for students.
Summer 2014	Research the Optional Flexible School Day Program sponsored by TEA.	Asst. Principal		Report back to Principal to begin waiver discussion for following school year.
August 2014- June 2015	Quest staff member will be on LSC-K campus to accurately account for student attendance.	QECHS Staff	Para-Professional wages	TEA ECHS Blueprint
Annually	The ECHS shall identify, recruit, and enroll subpopulations (in addition to those who are at risk as defined by PEIMS) that are historically underrepresented in college courses.	Quest Administrative Staff, Counselor, Facilitators, ALT		TEA ECHS Blueprint: e.g., first generation college goers, students of low socioeconomic status, African American, Hispanic
Annually	QECHS will add a cohort of approximately 100 students annually to serve 9-12 grades.	Quest Administrative Staff, Counselor, Facilitators, ALT		Interlocal Agreement
Ongoing	The school district and institute of higher education (IHE) partners shall develop and maintain a leadership team that meets regularly to address issues of design and sustainability.	Quest Administrative Staff, Counselor, ALT, Central Administration		TEA ECHS Blueprint Membership should include the ECHS principal/director and individuals with decision-making authority from the district(s) and IHE(s).

Humble ISD ECHS Strategic Plan
June 16, 2014

Curriculum and Instruction				
Month/Date	Task	Person responsible	Budget	Notes
Ongoing	The Early College High School (ECHS) shall implement a rigorous course of study that enables a participating student to receive a high school diploma and complete the Texas Higher Education Coordinating Board's (THECB) core curriculum or an associate's degree or at least 60 credit hours toward a baccalaureate degree during gr. 9-12 and the first year following HS graduation.	Quest Administrative Staff, Counselor, Facilitators, ALT		Defined by the Texas Administrative Code (TAC) §4.28 Ensure 100% high school graduation rate. Increase by five percent, students earning Associate's degrees.
August, 2013 - ongoing	Continue to expand and to implement AVID strategies across content areas (WICOR/CIF)	ALT, Facilitators, Administrators		CIF (Common Instructional Framework is the Educate Texas/TEA learning framework that aligns with AVID WICOR framework)
October, 2013 – ongoing	Fully model, implement, and monitor Lead4Ward strategies and data to improve student performance	ALT, DAT, Facilitators, Administrators		
Spring 2014	Adopt new Science textbooks	Science Team, ALT, Science Coordinator		
August 2014	Implement AVID Elective class and curriculum in grades 9-12	ALT, AVID Coordinator, AVID Elective Teachers		
August 2014	Align AVID and EDUC1300 Learning Outcomes and curriculum. In addition to grades 9 -10, implement AVID Elective class and curriculum in grades 11-12	ALT, Administrators, AVID Elective Teachers Administrators		

Humble ISD ECHS Strategic Plan
 June 16, 2014

Curriculum and Instruction				
Month/Date	Task	Person responsible	Budget	Notes
August 2014	Create pathway for students in COSC to earn MOS certifications.	Technology facilitator, Dr. Marley Morris	District funding-CATE	
August, 2014	Mentor new teachers and assist with district initiatives and directives by providing personalized assistance as individually needed.	ALT, Administrators		Monthly lunch meetings.
August, 2014	Implement new district scope & sequence and curriculum documents in Math and ELA	District Content Coordinators, ALT		
October, 2014	Implement and monitor recommendations associated with the district's Writing Across the Curriculum and Questioning to Increase Rigor initiatives	ALT, Administrators		

Humble ISD ECHS Strategic Plan
June 16, 2014

Professional Development				
Month/Date	Task	Person responsible	Budget	Notes
Summer 2013, 2014, 2015	AVID training provided for instructional leaders to organize curriculum and activities, develop skills needed to serve the needs of students in college preparatory curriculum, and with counselors support to guide students through the college advisory and application process.	AVID Center		
August 2013	Attend Ruby Payne – Framework for Understanding Poverty training to help understand our student population and their learning needs	District Personnel		District Initiative
August 2013	Align Common Instructional Framework (CIF) with AVID WICOR framework & train faculty in usage of those strategies with students	Academic Lead Teacher	N/A	CIF/WICOR Comparison CIF is the ECHS learning framework set forth by TEA and Educate Texas. WICOR is the AVID learning framework.
October 2013	Use Lead4Ward Data to analyze data to impact student learning and performance	QECHS Faculty & Staff	N/A	To improve student learning and performance
October 2013	Attend Boys in Crisis training to help understand the learning needs of our male students	District Personnel		District Initiative
August, 2013 - May 2014	Provide Professional Development for Faculty on the following topics: <ul style="list-style-type: none"> ● Lead4Ward ● Grading Policy Update ● AVID Strategies ● Mindset Book Study ● Affective Student Learning ● Technology Applications ● Reflections on a Successful Lesson ● Leadership and Integrity ● Examining Student Work ● Rigor in the ECHS ● Reflective Teaching 	Academic Lead Teacher	N/A	To improve student learning

Humble ISD ECHS Strategic Plan
June 16, 2014

Professional Development				
Month/Date	Task	Person responsible	Budget	Notes
Fall 2013 - Spring 2015	Participate in the Rice Univ./AVID Grant Initiative to increase college readiness for our students	Team College (AVID teachers, Administrators) QECHS Faculty and Students	Grant by Houston Endowment through 2015	As part of the grant, our students have the opportunity to attend summer camps at Rice University for Algebra, Communications, and C3 Content, College, Career
Fall 2013 - Spring 2014	Attend training to support district and campus program goals & outcomes by sending select teachers to the following trainings: <ul style="list-style-type: none"> • AVID Path in content area • Lake Houston Math Collaborative 	Math Faculty, District Math Coordinator; AVID Facilitator, ALT		
Fall 2013 - Spring 2014	Facilitators will use Instruction Rounds processes to observe and improve best practices.	QECHS Faculty, ALT		Technique highly suggested by TEA/Educate Texas for ECHS school improvement
2013-2015	Multiple opportunities for professional development for administrators and teachers, as well as development and enrichment opportunities for students will be offered.	AVID Center Rice University	Grant funded by College Readiness Initiative	
Spring 2014 - Ongoing	Implement 40 Day plan according to feedback from Daggett / ICLE	Daggett/ICLE	District Budget	District Initiative
May 2014 – ongoing	Attend GT Training & update trainings to meet needs of our GT students	GT Coordinator, & Prof. Dev. Director	District budget	
Summer 2014	Attend Boys in Crisis Training	QECHS Faculty, District Personnel		District Initiative
July 2014	Attend AVID Summer Institute (select team of teachers) to implement AVID strategies school-wide	AVID Facilitator, AVID Coordinator and AVID Elective Teachers	District budget	

Humble ISD ECHS Strategic Plan
June 16, 2014

Professional Development				
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August 2014	Attend Writing Across the Curriculum and Questioning/Rigor Training and implement strategies on our campus	District Personnel, QECHS Faculty, ALT, Administration		District Initiative
Fall 2014	Incorporate opportunities for ECHS teachers and higher-education faculty to receive extensive training and support through regularly scheduled formative peer observations and collaboration opportunities with IHE faculty.	LSC-K Dean of Academic Partnerships and Initiatives		TEA ECHS Blueprint
Fall 2014 - Spring 2015	Use NSRF (National School Reform Faculty) Protocols to examine student work & to strengthen teaching practice	ALT, QECHS Faculty, Administration		NSRF develops & promotes the use of protocols to examine student work & strengthen teaching practice
Weekly	Staff development provided on campus by administrators, staff, and district personnel during professional learning community time to meet district and program goals.	Quest ECHS Principal, Assistant Principal and ALT		
Annually in July, August, & January	Professional development for ECHS faculty (including both district and IHE faculty/staff)	LSC-K Dean of Academic Partnerships and Initiatives		TEA ECHS Blueprint
Ongoing	Professional development offered by Educate Texas, for ECHS teachers	Institute for Public School Initiatives, UT Austin Educate Texas		Focuses on creating an academic culture that enables struggling learners to achieve success in college courses on the accelerated timeline of an early college high school.

Humble ISD ECHS Strategic Plan
 June 16, 2014

Professional Development				
Month/Date	Task	Person responsible	Budget	Notes
Four – five times annually	Attend ECHS staff development provided quarterly for ECHS Principals, Assistant Principals, and ALTS	Institute for Public School Initiatives, UT Austin		Required training to stay up-to-date on the ECHS programming mandates by TEA; facilitated by Educate Texas; some as a Consortia
August 2015 - 2017	Continue Lead4Ward Trainings and Webinars and integrate practices into campus learning and assessments	Central Administration, Lead4Ward, ALT		

Humble ISD ECHS Strategic Plan
 June 16, 2014

Family and Community Involvement				
Month/Date	Task	Person responsible	Budget	Notes
	<p>The ECHS shall implement a structured program of community service to promote community involvement.</p> <ul style="list-style-type: none"> • Weekly community service learning participation by 100% of students • Participation in community events such as Jesse Jones Nature Day; elementary school carnivals and field days, etc. • Cambridge Program Club and service partnership • Unlimited internships include opportunities with photographers, counselors, medical practices, hospitals, and animal clinics • Leadership opportunities in Service Learning Leadership positions 	Administrative Team, Facilitators		<p>TEA ECHS Blueprint</p> <p>HB 5 District Scorecard</p>
	<p>The ECHS shall partner with community businesses to expose students to a variety of potential career options and possible internship opportunities.</p> <ul style="list-style-type: none"> • Administrative participation in BizComs in each community throughout the district. • May Enrichment speaker series for Juniors and Seniors 	Administrative Team		<p>TEA ECHS Blueprint</p> <p>HB 5 District Scorecard</p>

Humble ISD ECHS Strategic Plan
June 16, 2014

Family and Community Involvement				
Month/Date	Task	Person responsible	Budget	Notes
	<p>Recruitment and enrollment processes shall target appropriate student populations; and will include regular activities to educate students, counselors, principals, parents, and school board and community members.</p> <ul style="list-style-type: none"> • Recruitment at all middle schools • Prospective student informational evening programs • Multiple Open House/Learning Evenings for parents • New Student Enrollment Night • Parent Bridge Camp • Bridge Camp Opening Ceremony 	Quest Administrative Staff, ALT, Facilitators		TEA ECHS Blueprint HB 5 District Scorecard
	<p>Multiple methods of regular and systemic communications.</p> <ul style="list-style-type: none"> • Quest Knightly News • QECHS webpage • QECHS Facebook Page • QECHS Alumni • Remind 101 • Relatrix • Parent/Staff email • Parent/ Staff phone calls • Family Facilitator communication • Service Learning Newsletter • Service Learning Website • Participation in BizCom • District Webpage 	Quest Administration, Faculty, and Staff		TEA ECHS Blueprint HB 5 District Scorecard
Fall 2013 - Ongoing	Maintain 100% staff participation with PTSA	PTSA		Should there be a staff member on the board? Staff Liaison?
Fall 2013 - Ongoing	Attend BizCom meetings to network with community leaders and potential service partners.	Administrative team		Meetings are held the first Thursday of each month at District High Schools.

Humble ISD ECHS Strategic Plan
June 16, 2014

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Month/Date	Task	Person responsible	Budget	Notes
Fall 2013 - Ongoing	Continue and increase rate of Quest employee contributions to the Humble ISD Education Foundation.	QECHS Faculty and Staff		
Fall 2013-ongoing	Provide Child Care Services at Parent Information Meetings	New Student Recruiter with help of Student Ambassadors		Allow parents to attend meetings without cost of child-care.
Fall 2013 - Ongoing	Family <ul style="list-style-type: none"> • Establish family norms, calendar and routine. • Focus on teambuilding, support and respect movements, anti-bullying program. • Establish mentoring system and student led programs. • Establish and maintain an academic advising system. 	Administrative Team, Facilitators		
Fall 2013 - Ongoing	No Place For Hate <ul style="list-style-type: none"> • Maintain campus designation as a "No Place for Hate" School • Design and coordinate respect movement lessons centered on the Quest Mission Statement. 	Administrative Team, Facilitators		
Fall 2013 - Ongoing	Special Education <ul style="list-style-type: none"> • Manage, Monitor and support all students who receive special education services. • Support students in activities that develop, support and attain compliance standards mandated by federal, state and local entities. 	Asst. Principal, SPED ALT, Facilitators		
June 2014	Publish information regarding QECHS graduations, Degrees Conferred, Scholarships Awarded in community newspapers and online formats	New Student Recruiter		

Humble ISD ECHS Strategic Plan
June 16, 2014

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Month/Date	Task	Person responsible	Budget	Notes
June 2014	Request a Board Agenda Item to report QECHS Graduation and Degrees Conferred	Administrator		
July 2014	Provide a Parent Bridge Camp during the evening for rising Freshmen	Assistant Principal, Principal, QECHS Facilitators	Campus budget / Grant funding	Provide New Parents with a look at how Bridge Camp runs and the expectations for camp. It also is an introduction to the school year-much like Parent Orientation. TEA ECHS Blueprint
Summer 2014	Analyze Parent Survey Data and act upon feedback to provide parent outreach and involvement opportunities	Administration		TEA ECHS Blueprint
Fall 2014	Establish pathways so that all middle schools receive, post, and provide same information to parents and students regarding the ECHS program.	Director of Advanced Academics New Student Coordinator, Asst. Superintendent for Middle Schools		
Sept. 2014	Offer parent information sessions regarding helping students with homework and stress related problems.	Counselor Behavior Facilitators Quest Facilitators		TEA ECHS Blueprint
Fall 2014	Continue established Service Partnerships with community partners, and establish new relationships.	Service Learning Coordinator	Bus expenses	12 buses were required in 2013-2014. Costs may increase as enrollment grows.
October 2014	Analyze Parent Attendance records to determine if all middle schools have been adequately represented	New Student Recruiter		
	Provide all marketing brochures, etc. in Spanish	New Student Recruiter		

Humble ISD ECHS Strategic Plan
June 16, 2014

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Month/Date	Task	Person responsible	Budget	Notes
Fall 2014 - Ongoing	Increase supports for At Risk students: <ul style="list-style-type: none"> • At Risk Interventionist • At-Risk Counselor • Monitor and identify "At Risk Student population" • Support the "At risk Population" through various educational and affective strategies such as the Why Try program. • Design individual academic intervention plans, evaluate and revise. 	Principal, Facilitators, Campus At-Risk Coordinator, Counselor		
Fall 2014 - Ongoing	Quest Clubs <ul style="list-style-type: none"> • Organize a "club fair" to promote availability of clubs to the school population. • Establish clubs to offer specialized experiences for students. • Establish Bylaws and calendar for each club with stated purpose. • Elect club officers • Organize club system as a conduit to provide service to community through club projects. 	Facilitators, Students		
Fall 2014 - Ongoing	Peacekeeper Peer Mediation <ul style="list-style-type: none"> • Develop a plan for recruiting members. • Establish peer mediation training based on official Peacekeeper manual. • Create and implement activities to support the peer mediation program. • Create awareness of the organization so that it may be utilized throughout campus if needed. • Design and implement school wide functions that support the idea of peace and kindness. 	Facilitators		The Peacekeepers are an on campus peer-mediation system designed and developed through PaxUnited-The National Mediation Center.

Humble ISD ECHS Strategic Plan
June 16, 2014

Family and Community Involvement				
Month/Date	Task	Person responsible	Budget	Notes
Fall 2014 and Spring 2015 Ongoing	Ensure that all middle schools schedule Quest ECHS recruiters to meet with 8th grade students for the presentation of a 30 minute program and distribution of information to interested students.	Director of Advanced Academics, Superintendents		
Spring 2015	After analyzing needs of an ECHS parent, gather and provide resources for support.	Counselor, District Support Services		TEA ECHS Blueprint
Fall 2015	Establish a network of Parent Support Services through Community Outreach Services	Counselor, Connections to Social Services		TEA ECHS Blueprint
Ongoing	Display pertinent information regarding QECHS on District and School website	School Webmaster		Interlocal Agreement (MOU)
Ongoing	Collect accurate records of parent attendance at informational events and gather reflective feedback from parents for continuous improvement.	New Student Coordinator		TEA Blueprint

Humble ISD ECHS Strategic Plan
June 16, 2014

Recruiting, Application & Selection Processes				
Month/Date	Task	Person responsible	Budget	Notes
Ongoing	Ensure up-to-date and accurate information is on the Quest ECHS website.	New Student Coordinator /Webmaster		
Summer / Beginning of School Year	Finalize and communicate dates for information sessions, Shadow Days, application deadline, application review, interviews, acceptance announcements and Enrollment Night.	New Student Coordinator /Administrative Team		
September	Assemble the Quest Student Ambassador team. Students must apply and interview to be considered for the team.	New Student Coordinator		
September	Contact eighth grade counselors to set up meetings to provide an overview of Quest. Schedule dates for ambassadors to come and speak to eighth grade students. Review the application process and upcoming important dates – information meetings, Shadow Days.	New Student Coordinator		Put together a folder of information for each counselor, including Quest accomplishments, fliers, brochures, early college high school information and news articles
September	Update the Quest ECHS application – print and online versions. After approval, send application to the print shop, post it on the website, ask Public Information to send out a mass email and send printed copies and information about the online application to eighth grade counselors.	New Student Coordinator		
October	Prepare presentation materials for middle school visits – Animoto, PowerPoint and handouts. Arrange for Quest Ambassadors to speak.	New Student Coordinator		Ask to visit classrooms – AVID, RELA to reach every eighth grade student.
October	Plan Quest Information	New Student		

Humble ISD ECHS Strategic Plan
June 16, 2014

	Meeting for October and November.	Coordinator		
Recruiting, Application & Selection Processes				
Month/Date	Task	Person responsible	Budget	Notes
October	Communicate Quest Information Meetings to students, parents and counselors.	New Student Coordinator		
October	Organize Shadow Days for November.	New Student Coordinator		
November	Organize Shadow Days.	New Student Coordinator		
November	Set up database and begin organizing incoming applications.	New Student Coordinator		
November	Communicate and prepare for second information meeting.	New Student Coordinator		
November	Update the matrix.	New Student Coordinator, Administrative Team		
December	Continue to collect applications and enter them into the database. Remind counselors the application deadline is soon after we return from the break.	New Student Coordinator		
January	Work with Public Information to send a mass email to all eighth grade parents reminding them of the application deadline. Send announcements to the counselors to put in newsletters, emails to parents, on their school websites and add to daily announcements.	New Student Coordinator		
January	Begin to score applications on the matrix as soon as first semester data is available in eSchool.	New Student Coordinator		
January	After the deadline has passed and all applications have been scored, the selection committee will review the applications.	New Student Coordinator, Administrative Team		
February	Contact applicants selected to interview. Send letters of regret to those who do not qualify.	New Student Coordinator		

Humble ISD ECHS Strategic Plan
June 16, 2014

Recruiting, Application & Selection Processes				
Month/Date	Task	Person responsible	Budget	Notes
February	Conduct interviews. At least three evenings should be set aside to interview. A team of at least 10 teachers and staff should be assembled to conduct the interviews.	New Student Coordinator, Administrators, Teachers		
February	Meet to discuss any applicants who were marked "no" or a "maybe" as a result of the interview.	Interview Team		
March	Finalize selections and send letters of acceptance/wait list /regret before Spring Break.	Interview Team		Increase campus enrollment to four hundred.
March / April	Host an information meeting for sixth and seventh grade students.	New Student Coordinator		
April 1	Communicate the deadline for accepted students to notify Quest of their intent to accept the invitation to attend.	New Student Coordinator		
April	Enrollment Night for accepted students to enroll in Lone Star College and receive information about Bridge Camp and taking the TSI.	New Student Coordinator		
April	Send lists to each middle school counselor with names of students from their middle school and their application status. Request records for the students who were accepted.	New Student Coordinator		The high school will have to print out and delete the students' course requests and the middle school will have to update their next year building.
May	Send thank you notes to counselors.	New Student Coordinator		