Benchmark Three - Target Population Artifacts

Documenting Enrollment Procedures (3.2)

- ➢ Written admission policy and enrollment application.
  - Admission to Steele ECHS is dependent on the weighted lottery process and availability of enrollment.
  - Students can complete the enrollment request form during 8th grade or 9th grade years. Students will start at Steele ECHS before the first day of 10th grade.
  - Students transferring from another Early College High School program, can enroll dependent on availability of enrollment.
- ➢ Written recruitment plan, including a timeline of recruitment and enrollment events, and recruitment materials for distribution at feeder middle schools and other appropriate locations in the community.
  - The online enrollment request form will be available in September for Round One.
  - In September, Steele ECHS staff will visit all NISD middle schools to present to all 8th graders, usually during the CCR class period.
  - ECHS Facilitator will communicate with CCR teachers about recruitment, timelines, ECHS information, and more.
  - In October, we'll have our Academy Night for current 8th graders to visit Steele ECHS and learn more about the campus, ECHS, and our programs.
  - Before the end of Round Two, district communication will be sent out to all 8th graders.
  - Round One and Round Two for recruitment will be completed before January 1st.
  - Round Three will extend to Spring Break in March.
  - After Round Three, if we have any openings come available, we will go to our waiting list.
  - During all three rounds, if enrollment requests exceed the number of available openings, students are placed on a waiting list.

Stakeholder Engagement (3.3)

- ➢ Brochures and marketing in Spanish, English, and/or other relevant language(s).
- ➢ Written communication plan for targeting identified audiences (parents, community members, school boards, higher education personnel, etc.).
  - Weekly Steele Newsletter (Smore)
  - We communicate weekly with TCC, parents, central office, and with our community.
  - Steele students engaged in the community, Roanoke parade, NISD Spanish Spelling Bee, NISD Big Event, Green Cord program that supports volunteering and community, Steele PTSA, and StuCo events.

Lottery System (3.4)

- ➢ Written lottery procedures (district-level or campus-level).
  - We have three rounds for students to submit their enrollment request form. During each round, we have a weighted lottery system. Students have their name added to the lottery one time when they submit their enrollment request form. Students who are at-risk, economically disadvantaged, ELL, and/or SPED/504; their name is added to the lottery additional times.