**Other Sample Forms**

**Career Options Conferences Time Sheet**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Estimated time spent making telephone calls: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How much time did YOU spend in preparation for the conferences? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total amount of time spent (calling, preparation): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many conferences did you schedule? \_\_\_\_\_\_\_\_ How many were held? \_\_\_\_\_\_\_\_

Were any conferences rescheduled for a later date? \_\_\_\_\_\_\_ How many? \_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Student | Conference Scheduled? | Who came? (parent/student) |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |
| 7. |  |  |
| 8. |  |  |
| 9. |  |  |
| 10. |  |  |

**Sample Press/News Release**

Enrollment Underway at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ school

The enrollment process has started at the junior and senior high schools. Using information gathered through the year during planning sessions, students will be thinking about the courses they would like to enroll in next year. Teachers as Advisors is a program that assigned a faculty advisor to a small group of students. Advisor periods are built around units which give career information in an organized and sequential manner. Students work in OKCareerGuide.org, which electronically stores information for future reference as they continue the Individual Career & Academic Plan (ICAP) development process. A course catalog, which includes a description of all the courses offered in grades 9 - 12, has been designed by the Desktop Publishing class and printed by the Graphic Arts class. Students at the high school have already received their course catalogs. Students will be choosing their elective classes based on career interests they have. Course catalogs will be distributed at the junior highs this month.

An added component to the enrollment process this year is the Enrollment Conference. Conferences will be held for 9 - 11 grade students in the\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on (Month Day) from 5:30 - 8:30 p.m. and on April 3

from 8 - 11 :30 a.m. During the scheduled 20-minute conference time, students and their parents will sit down with the advisor to discuss enrollment for the next school year. The advisor has a lot of information that has been gathered during the year to help students and parents think about graduation and beyond. In addition to visiting with the advisor and counselors, parents will have the opportunity to meet with representatives from

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Technology Center.

Students have an idea of when their parents are usually available, but we realize there will be conflicts. If parents can give their child an idea of when they would like to schedule their conference, it would definitely help the appointment process," said \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Some conferences will have to be scheduled on Friday. If it is at all possible, we encourage parents to sign up for a Friday conference. In the event that it is impossible for either parent to attend, arrangements should be made for another adult, such as a grandparent, aunt or uncle, to attend the enrollment conference.

**Sample Social Media Post**

The following are ideas that can be used to create post on social medial to promote events such as enrollment where parents are required to be involved. Starting with creating a simple graphic with a message. The graphic can be tied with a short message, knowing that detailed information will be delivered to parents by mail or phone calls.

**Sample Graphic for Social Media**

**Sample Text For Social Media**

**School post**

‼️ Attention guardians ‼️ Enrollment is underway at  *(insert school name)* and we need YOU. Through a Career Options Conference, students will choose electives based on their interests discovered in @OKCareerGuide. For conference dates and more information, visit  *(insert school website).*

**Teacher post**

It’s time for enrollment at  *(insert school name) !* Through a Career Options Conference, students will choose electives based on their interests discovered in @OKCareerGuide. Is *(insert class name)* right for your student? For conference dates and more information, visit  *(insert school website).*

**Club/CTSO post**

Is  *(insert club/CTSO name)*  right for your child? Through a Career Options Conference at  *(insert school name)* , students will choose electives based on their interests discovered in @OKCareerGuide. For conference dates and more information, visit  *(insert school website).*

**Sample Student OKCG ICAP Report**

