



**Justin F. Kimball ETECH Recruitment Timeline  
2023-2024**

Action/Event	Audience	Responsible Party	Date(s)	Location	Materials/Resources	Documentation/Outcome
Zan Holmes Recruitment Visit	8 <sup>th</sup> grader students and parents	Collegiate Admin, staff & teachers	10/12/23 10/19/23 11/5/23	Adamson Kimball	Flyers, Email messages, assessment	Sign-sheets, Assessment/Interviews results, schoolmint roster
Kimball ETECH Recruitment Visits Interview-Fall/Spring	8 <sup>th</sup> grader students and parents	Collegiate Admin, staff & teachers	11/2023 3/24/24	Kimball ETECH	Flyers, Email messages, assessment, interview questions	Sign in sheets, Assessment/Interviews results, schoolmint roster
Visit Feeder School PTA meetings for recruitment 8 <sup>th</sup> graders	8 <sup>th</sup> grader students and parents	Collegiate Admin, staff & teachers	Fall & Spring 2023 2024	Middle School Locations	Flyers, Email messages, ETECH banner, table clothes, other amenities	Sign in sheets, Flyers
Visit Feeder School PLC meeting for recruitment 8 <sup>th</sup> graders	8 <sup>th</sup> grader students and parents	Collegiate Administrator, Teacher Assistant	Fall & Spring 2023 2024	Middle School Locations	Flyers, Email messages, assessment, ETECH banner, table clothes, other amenities	Sign in Sheets, Flyers
Send/Email ETECH Informational Flyers to all middle school counselors	8 <sup>th</sup> grader students and parents	Collegiate Clerk and Collegiate Teacher Assistant	11/23 3/24	Middle School Locations	Flyers, Email messages	Email messages, Flyers
Visit selected out of district - Charter and ISD campuses to speak with 8 <sup>th</sup> graders (Dallas Area)	8 <sup>th</sup> grader students and parents	Collegiate Admin, staff & teachers	11/2023 thru 5/2024	Middle School Locations	Flyers, Email messages, assessment, ETECH banner, table clothes, other amenities	Sign in Sheets, Flyers
Student led video, Collegiate staff and teacher pictures, Senior picture 2021, ETECH informational flyer KEPT on website	8 <sup>th</sup> grader students and parents	Collegiate Admin, staff & teachers	12/2023	Kimball ETECH	Flyers, Email messages, assessment, interview questions	Website information with displayed pictures, video

Student led video and powerpoint used for open house and selected invitations to middle schools	8 <sup>th</sup> grader students and parents	Collegiate Admin, staff & teachers	12/21 3/22	Kimball ETECH	Powerpoint, video	Powerpoint & Video
Testimonial video created from 9-12 grade collegiate students	8 <sup>th</sup> grader students and parents	Collegiate Admin, staff & teachers	12/21 3/22	Kimball ETECH Website	Video	Video
Utilize high school and middle school auxiliaries (band, athletics, student council, choir, etc) and industry partners	8 <sup>th</sup> grader students and parents	Collegiate Administrator & Workplace Coordinator	1/22 3/22	Kimball ETECH	Flyers, Email messages	Rosters of participating organizations
Network with feeder school guidance counselors and teachers	8 <sup>th</sup> grader students and parents	Collegiate Administrator & Counselor	Fall & Spring 21-22	Middle School Locations	Flyers, Email messages	Sign in sheets
Allow potential candidates and parents to tour Kimball ETECH prior to decision making	8 <sup>th</sup> grader students and parents	Campus Principal & Collegiate Administrator	Fall & Spring 21-22	Kimball ETECH	Tour of the campus website invitation, Flyers, Email messages	Sign in Sheets
Utilize social media & TIK-TOK videos for recruitment	8 <sup>th</sup> grader students and parents	Collegiate Admin, staff & teachers	Fall & Spring 21-22	Kimball ETECH	TIK-TOK, Social Media	TIK-TOK Video