September 4, 2008

TO: College Tech Prep Instructors

FROM: Barbara Yontz, Clark State Tech Prep Director

RE: Beginning of Year Activities

Welcome back to all returning teachers and new teachers! The beginning of a new school year brings excitement and expectations for the successful partnership with Tech Prep.

I will be visiting each classroom this fall to distribute Clark State Tech Prep admissions forms. I will review these forms with your students as they complete them in the class. This is for our data collection as well as college information for transcripts. Please have the students' **social security numbers available** on the day that I come. Enclosed in this packet are several forms for you to complete as well as your students. They are:

1. Junior and Senior Roster sheets
2. Request for Articulated Credit Sheets for various pathways (all are included, but use the sheets that pertains to you). They will also be available on the tech prep website at: www.clarkstate.edu/techprep
3. Updated Tech Prep/Clark State Consortium Executive Committee Members
4. Student Release Forms **(must have parent's signature)**
5. Checklist of Tech Prep deadlines and activities for better classroom planning

You will be contacted via email to schedule a time for these classroom visits. Each visit will take about 15 minutes to complete the admissions application, release forms, and inform the students about scholarships, admissions policies of Clark State and Tech Prep in general. If you do not hear from me by October 31, please call me at 937-328-3888 or email me at yontzb@clarkstate.edu.

I look forward to meeting your students, supporting you as teachers, and promoting the value of the Tech Prep program. I am here to assist you and your students for a very successful school year!

Sincerely,

Barbara Yontz, Director
Clark State Tech Prep Consortium

Clark State College Tech Prep
Checklist

_____ complete enclosed rosters and release forms for current students with addresses, and social security numbers before classroom visit - Please mail or fax (328-6053) to Clark State Tech Prep office.

_____ Mail or fax (328-6053) a copy of your school calendar to Clark State Tech Prep office.

_____ Classroom visitation by Tech Prep Director

_____ Schedule COMPASS assessment at Clark State by contacting Brenda Justice at justiceb@clarkstate.edu

_____ Attend scheduled fall and spring network meetings .(will send emails with dates)

_____ Inform your seniors to attend Senior Day @ CSCC on - **Tuesday, October 7th 2008**

_____ Schedule competency/proficiency tests with Tech Prep office (937-328-6122) no later than March 31, 2009.

_____ Submit outstanding student information forms to Tech Prep office by April 1, 2009

_____ Assist seniors with scholarship information which will be mailed in February, 2009.

_____ ***Save the date:*** Wednesday - **May 6, 2009 Senior Recognition Banquet** @ 6:00pm