

Your AVID Class

1. Decision Making Time

You have now met and received applications from your AVID student candidates. The next step is to make the final decision on who will be in the class. Using the AVID Recruitment Data Entry form on the next page, fill in the information you've collected. Please remember that student motivation and determination are essential to the success of the AVID student. Factors to consider in making your decision are the following:

- First in family to attend college
- Low income
- Underrepresented
- Special circumstances that may be obstacles to student achievement
- Interview information
- Teacher feedback

2. Letters of Acceptance/Regret

After creating your list of AVID students, letters of acceptance and regret are sent. We recommend developing a waiting list.

3. Contract

We recommend having AVID students sign contracts. This helps to insure their understanding of the program and the commitment they're making.

4. Welcome Reception

You might want to consider having a meeting for the members of your new class after sending out the acceptance letters. It is a chance to welcome them and let them begin to meet the other students.

5. Scheduling

Give a list of those students accepted to the counselors for scheduling. Monitor class schedules to ensure placement in appropriate higher level classes. Prioritize names in case of scheduling conflicts.

Before school begins, make sure all recruited AVID students are in the AVID class. Check their schedules for proper placement in other classes.