

# ANDREWS ACADEMY

## RETENTION TIPS SPRING 1998

### I. How To Read The Recruitment Forms

- A. Left Column
  1. Initials - Recruiter
  2. Two Digit Number - Graduation Year
  3. Date - When contact was first made with candidate
- B. Second Column
  1. Two small letters beginning with the letter "i"
  2. How initial contact was made (see bottom of recruitment sheet)
- C. Third Column
  1. Name
  2. Address
  3. Notes that may be helpful to the recruiter
- D. Fourth Column: Candidate's phone number
- E. INT - PRE-REG Column: Don't worry about it now!!
- F. APP DATE ACC DATE Column
  1. First Line - Place date when application was turned in, **OR** where the student will be attending next year if not Andrews Academy
  2. Second Line - Indicates where the student attended school for the current school year
  3. Third Line - I.D. number and birth date

### II. Fill In Missing Information

- A. If any of the above information is missing, please fill it in before you return the sheet in May!!
- B. Vital information includes graduation year, address, and phone numbers. Make sure that all of your recruitment sheets have this information.

### III. Making Your Retention Contacts

- A. Make contact with each of your candidates once in April, and once in May. You are also asked to speak with each of your advisees on this matter as well. In this respect, each student will have three contacts from Andrews Academy about their plans for next year.
- B. Your conversations should focus on both the positive and negative experiences of the

students at Andrews Academy.

- C. Eventually, your conversations should lead to the students' plans for next school year.
  - 1. If they plan on coming to Andrews Academy, continue to work with them through the end of the school year to make sure everything is still in place.
  - 2. If they plan to go elsewhere, find out where they are going, why they are leaving, and if there are any circumstances, that if changed, would bring them back to Andrews Academy next year.
- D. At each faculty meeting you will have the opportunity to share any significant experiences with the group.

#### IV. Recording Your Contacts

- A. Make notations on your recruitment forms for each of the contacts you make.
- B. The final due date for **ALL** recruitment sheets is **May 27**, as stated on the school calendar.
- C. The summer recruitment team will make one final contact with your candidates in the month of July, therefore, any information you can share on the recruitment sheet is vitally important.