Timeline (2018-2019):

**Year Round**
- Ongoing recruitment

**Oct. 29-Jan. 11**
- Transition/Informational Presentations as Appropriate

**Oct. 29-Jan. 18**
- Online Application is OPEN

**January 18**
- Online Application CLOSES/Teacher Recommendations due

**January 25**
- Completed Online Applications Sent to Schools

**Jan. 28-March 1**
- Student/Parent Interviews Occur

**March 8**
- Student Selection Finalized

**March 8-22**
- Notify Families of Acceptance/Regret/Wait List

**Varied by Site**
- HS and MS Signing Ceremonies

Recruitment:
- Takes place during open enrollment and as needed.
- Use the district provided recruitment PowerPoint, following the notes provided on each slide, to present the information.

Application:
- Available October 29-January 18 (hard deadline will be enforced)
- Provide students with the AVID application packet which includes the *AVID Pre-Application Worksheet* and the *Teacher Recommendation Request* forms.
- The *Teacher Recommendation Request* forms need to be given to the teachers.

Selection:
- Review Applications (January 25-March 1)
  - Sort online applications, writing samples, and teacher recommendations by site.
  - Use the *AVID Selection Rubric* and data supplied by the district, to score students.
  - Schedule interviews with students and parents.
- Interviews (January 28-March 1)
  - Interview students individually using the district provided *AVID Interview Form and Rubric*.
  - Parent interviews are optional.
  - Questions may be modified to meet specific site needs, however the rubric may not be modified.
- Selections Finalized (March 8)
  - Students will be chosen based on the district provided *AVID Selection Rubric*.
- Notifications (March 8-22)
  - Letters of acceptance, regret, and wait list are mailed to families.
## Required and Optional Elements:

<table>
<thead>
<tr>
<th>Required</th>
<th>Recruitment</th>
<th>Application</th>
<th>Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>The expectation is that all stakeholders are provided a consistent AVID</td>
<td>New Recruitment</td>
<td>Online Application</td>
<td>Scoring</td>
</tr>
<tr>
<td>district message regarding the AVID elective class.</td>
<td>• Present to feeder schools using district</td>
<td>• District provided online application will be</td>
<td>• The district provided AVID Selection Rubric must be used</td>
</tr>
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<td></td>
<td>provided materials.</td>
<td>used during open enrollment.</td>
<td>- Weighting should not be changed.</td>
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<tr>
<td></td>
<td>• May only present to students in attendance</td>
<td></td>
<td>• Score student writing samples based on the provided AVID Writing Sample</td>
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<tr>
<td></td>
<td>areas.</td>
<td></td>
<td>Rubric.</td>
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<td></td>
<td>• The district provided AVID Interview Form and Rubric must be used.</td>
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<tr>
<td>Sustaining the AVID Elective</td>
<td>• Examine current AVID elective enrollment;</td>
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<td>recruit to fill these classes.</td>
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<td>• Utilize wait list.</td>
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<tr>
<td>Optional</td>
<td>• Any additions (student panels, videos, specific</td>
<td>• You may use a paper version for in-house</td>
<td>• Parent interviews are optional.</td>
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<tr>
<td></td>
<td>school information, etc.) to the district</td>
<td>application if you so choose, but the</td>
<td>• Questions may be modified to meet specific site needs, however the</td>
</tr>
<tr>
<td></td>
<td>provided materials are acceptable.</td>
<td>application must be the same as the online</td>
<td>rubric may not be modified.</td>
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<td>district form.</td>
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</table>