

Recruitment Calendar and Steps

The overall objective is to create a heterogeneous classroom, which draws **25% of its students from each category** and is approximately **balanced by gender**.

Puente Student Categories:

1. **High** Performance/**High** MotivationEffort
2. **High** Performance/**Low** MotivationEffort
3. **Low** Performance/**High** MotivationEffort
4. **Low** Performance/**Low** MotivationEffort

Recruitment Process:

1. **Establish Puente recruitment calendar with your team.** It is recommended to integrate recruitment during preregistration/class selection season.
2. **Directly inform incoming class of the program and application**
 - Contact feeder school for setting up visit/recruitment **November - December**
 - Classroom/group presentation, English Dept. and/or assembly **January- March**
 - Collect a list of interested students/parents and referrals from feeder school.
3. **Conduct Puente Information meeting for parents-February - March**

Explain Puente Project goals and selection process

 - Distribute ***Puente Application***
 - Sign up/Assign for interviews
4. **Conduct Student/Parent interviews-March after parent meeting**
 - Interview parent & student
 - Collect ***Application & Student Writing Sample***
 - Collect ***UC Parent Consent***
5. **Review Student Applications and select a heterogeneous Puente class 1-2 weeks after interviews**
6. **Inform student/parents of program admission status 2 weeks after interviews**
 - Via letter notify all accepted, waitlisted and not selected
7. **Preregister accepted students into Puente class and confirm course schedule (AG)classes April**
8. **Mandatory “new student” Parent & Student meeting in the fall September**
 - Review Puente expectations of students & parents
 - Collect ***Parent/Guardian & Student Agreement Form***
9. **Establish individual Puente folders which include:**
 - Student/Parent Application
 - UC Parent Consent Form
 - Student Category Information