

**STEPS: STUDENTS TAKING AN EARLY PATHWAY TO SUCCESS
SENIOR YEAR AT PCCC**

Action	Who	Due
Discuss at Guidance Department Meeting	Rita Route Tamisha McKoy	Friday, April 29, 2022
Email STEPS Information to High School Counselors, Supervisors and Principals.	Rita Routé	Monday, May 2, 2022
Flyers emailed and phone calls made to potential candidates and their Parents to gauge interest.	School Counselors	Tuesday, May 3, 2022
Application links emailed to potential candidates.	School Counselors	Wednesday, May 4, 2022
Deadline for Applicants to submit STEPS Application electronically and to submit resume to School Counselor.	Applicants	Friday, May 13, 2022
Deadline for Teachers to submit Recommendations electronically.	Select Teachers	Friday, May 20, 2022
Deadline for School Counselors to submit Recommendations electronically.	School Counselors	Wednesday, May 25, 2022
Google Meets with each applicant. No more than 15 minutes.	Rita Route John Lopez	May 23 - May 27, 2022
Applications are reviewed by the Screening Committee.	TBD	Tuesday, May 31, 2022
Acceptance/Regret Letters will be emailed to the applicants.	Rita Routé	Wednesday, June 1, 2022
Response Emails due from the students that were accepted to STEPS for September 2022.	Rita Routé	No later than June 8, 2022
Meeting with accepted students and their parents.	Tamisha McKoy Rita Route & John Lopez	TBD

