

We're so pleased you're interested in our school. Do you have any questions I can answer? As soon as there is a question you can't answer (and this includes all tuition questions), move to setting up the meeting with your principal.

If the caller asks about tuition: *Our principal will explain our tuition and fees when you meet with him/her, as well as how we awarded \$ _____ in needs-based tuition aid last year.*

We've observed that education is a very individual choice. Our principal meets with all interested parents so you have a chance to learn whether our school will meet the educational goals you have for your child(ren). He/she is available _____. Does that work for you or is there a time that would be better?

We also have written information you might find helpful and a reminder. I can send it out to you by email or mail as you prefer if I have your...

Name _____
Address _____ Zip _____
Email _____ Phone _____

How did you hear about our school? (If this is a person, write their name. If you don't know them, ask for contact information so you can **thank them**.) _____

Do you mind telling me the names and grade levels of your children?

Name _____ Grade _____
Name _____ Grade _____
Name _____ Grade _____

Thank you for your interest, we'll get this in the mail to you today.

Date completed	Action checklist
_____	Education Success Consult with principal scheduled for _____
_____	<input type="checkbox"/> Principal is told the scheduled time and it's written in his/her calendar
_____	Appointment confirmation mailed (same day as phone call)
_____	<input type="checkbox"/> Handwritten note from principal with any direction tips
_____	<input type="checkbox"/> Includes one-page flyer on key benefits of your school
_____	Education Success Consult with principal
_____	<input type="checkbox"/> Parent is given application form (not whole registration packet) and tuition info
_____	<input type="checkbox"/> School visit for parent and child is scheduled (appropriate teacher is involved)
_____	Handwritten thank you note from principal mailed (same day)
_____	School visit with child, parent(s) and teacher(s)
_____	Handwritten thank you notes from principal and teacher(s) mailed (same day)
_____	Follow-up call (one week later)
_____	<input type="checkbox"/> Are there any further questions we can answer?
_____	<input type="checkbox"/> If your child is not coming here, what school? _____
_____	<input type="checkbox"/> Do you mind telling us what was key in your decision? _____
_____	Application form has been returned by the parents... _____ Yes _____ No