

## Melanie McAlpine

---

**From:** Ed Rodriguez <ed.rodriguez.oc@gmail.com>  
**Sent:** Monday, May 20, 2019 9:36 PM  
**To:** Sakshi Jain; Jasmine Ruiz  
**Cc:** Ed Rodriguez  
**Subject:** Ganas: Enrollment Intake...

Good evening and my apologies for the confusion via text. Below are our enrollment processes and next steps:

- Canvassing
  - Recruiter will canvas the Carson and Wilmington community and local businesses
  - Recruiters will focus greatly on El Super located in Wilmington.
  - **Rent Fee per day is \$150**
    - this is paid on a daily basis as requested by manager
    - personal checks are not accepted --El Super requires cashier's checks
      - **Ed will pay for it to expedite the process and request reimbursement to Ganas**
  - Materials Needed
    - Small table
    - tablecloth
    - 100 additional copies of enrollment applications
      - You may want to consider adding a page that asks families if transportation is required
    - clipboards
- Parent Questions
  - Parents are asked to call either the recruiter's cell number or the Ganas number provided in the flyer
  - Particular questions will be referred to the school --i.e. transportation, uniforms, etc.
- Intake
  - Distribution of Enrollment Applications
    - Recruiter will distribute enrollment applications in and around El Super (Carson/Wilmington)
  - Collection
    - **Completed applications** will be collected by recruiter at El Super on a daily basis
      - A message by Ed to both Sakshi & Jasmine will be sent informing the team of any applications collected
      - A Google Doc [REDACTED] will be completed on our end for the following reasons:
        - to share all basic information of new applicant in order to expedite the process of the application by Ganas
        - to track all applications collected and completed dates
        - Invoicing purposes
        - It is encouraged that all parties maintain this Google Doc up-to-date as this will be used to market the spaces available for each grade level with community stakeholders
      - It will be Ganas responsibility to contact Parents to schedule the intake meeting and collection of all remaining documents.
        - It is imperative that all leads /applications are completed by Ganas within a 72 hour window of notification.
    - **Incomplete applications** will be collected by recruiter at El Super on a daily basis
      - The following pages will be filled by parent with the recruiter's assistance
        - Page 1: Checklist /Lista de Matriculacion

- Page 2: Intent to Enroll Form (Prop 39) /Formulario de Intento
- Page 3: Ganas Academy Student Enrollment Form /Forma de Matriculacion
- A message by Ed to both Sakshi & Jasmine will be sent informing the team of any applications collected
- A Google Doc [REDACTED] will be completed on our end for the following reasons:
  - to share all basic information of new applicant in order to expedite the process of the application by Ganas
  - to track all applications collected and completed dates
  - Invoicing purposes
  - It is encouraged that all parties maintain this Google Doc up-to-date as this will be used to market the spaces available for each grade level with community stakeholders
- It will be Ganas responsibility to contact Parents to schedule the intake meeting and collection of all remaining documents.
  - It is imperative that all leads /applications are completed by Ganas within a 72 hour window of notification.

Please provide feedback if applicable regarding these steps.

--

Ed Rodriguez  
[REDACTED]

NOTICE: This electronic mail message and any files transmitted with it are intended exclusively for the individual to which it is addressed. The message, together with any attachment, may contain confidential and/or privileged information. Any unauthorized review, use, print, save, copy, disclosure or distribution is strictly prohibited. If you have received this message in error, please immediately advise the sender by reply email and delete all copies.