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| **Truesdell Middle School** |  | **5th Grade Visitation Day** |
| School |  | Event Name |

**Purpose**

Truesdell Middle School welcomed future incoming students and their families to their building during the school day. The event provided an opportunity for students and families to meet the staff, take tours, visit with exploratory teachers, view an exploratory PowerPoint, ask questions and get more information on attending Truesdell Middle School.

**Promotion**

Communication with all elementary principals was established at a feeder principal meeting, inviting them to attend this special day along with the offer to pay for the buses. Permission was given to contact 5th grade teachers and the office staff with regards to plans for the day. 5th grade teachers and office staff were emailed a flier along with specifics a month before the visit so they could plan accordingly. Fliers were distributed to each 5th grade teacher’s box with instructions to send out two weeks before event and two days before event. A poster was made for each 5th grade classroom for display before the event. A Parent Link reminder call was made the night before the event.

**During the Event**

* Staff greeted students and families at the front door and ushered them to the auditorium.
* Principal welcomed all students, elementary staff and families.
* 6th grade teachers were assigned one 5th grade classroom to give a tour, a short Q & A session and give a treat to each student and family member.
* Exploratory teachers had a short PowerPoint that students viewed regarding all exploratory classes.
* 6th grade teachers escorted all 5th grade students and families back to buses for the trip back to elementary schools.