

**MESA Advisor Fall Report  
DUE November 14, 2008**

**School** \_\_\_\_\_ **Advisor** \_\_\_\_\_

ACTIVITY	DATE	COMMENTS
Attend Fall MESA Advisor Training		
Meet with math and science teachers		
Ask for recommendations for MESA students		
Invite eligible students		
Contact Prior MESA students		
Conduct a meeting of identified MESA students		
Schedule and complete recruitment program		
# of MESA Students Enrolled		
Plan and conduct parent orientation meeting		
Have students complete Student Information Form		
Have parents complete Parent Permission Form		
Review MESA student schedules for curriculum with at least math, science and English each term		
Establish regular meeting time and location		
Schedule at least three industry speakers		
Schedule at least two project/activities for the year		
Schedule at least two field trips for the year		
Develop tutoring program		
Track attendance and program evaluation reports		
Review MESA Incentive Program		
Send Calendar to the District Office		
Attend quarterly MESA advisor meetings		

**High School Advisors**

Include a college/university field trip 1 <sup>st</sup> semester		
Ensure all juniors and seniors are scheduled for national tests		

MESA Advisor completes this report.