From 2012-2015, Baylor School worked with other independent schools in the Chattanooga area to coordinate a Case Studies program. Schools included Girls Preparatory School, Webb School of Bell Buckle, and St. Andrew’s-Sewanee.

Some general info:
- We held the event on the Sunday afternoon prior to our city-wide college fair (which took place on Monday), and invited admissions counselors who had registered for the fair to come down a day early to participate in the Case Studies program.
- 10th and 11th graders and parents from our schools were invited to participate and registered online through a Google Form.
- The day-of schedule is attached.
- Format:
  - 10 students OR 10 parents were seated at a round table with an admissions counselor who did not reveal their institution. We intentionally separated teachers and parents so that parents wouldn’t overtake the student conversations.
  - We asked them to read three cases ahead of time; we were always able to borrow cases from other cities and schools.
  - During the event, the admissions counselors led their table through reading and assessment of admissions files.
  - At the end, we tallied up the results and revealed them to the room.
  - We chose 4 admissions counselors to be on a panel to discuss outcomes of the file reviews, as well as to address how this situation is similar to/different from really reading files in the office.
- We divided up responsibilities for the event among counselors from different schools.
- We hosted a reception afterwards for the 20-25 admissions counselors who participated.

Some pointers:
- Check with other cities regarding when their events are taking place; we tried to avoid competing with Nashville, Atlanta, Charlotte so that we would have plenty of available representatives.
- Try to invite admissions counselors who you know and trust to portray the admissions reading process fairly and accurately to students and parents, and who can facilitate conversations well.
- Set up a Wordpress or Google site to consolidate information and provide access to Case materials and RSVP forms.
- Decide whether including 10th, 11th, and/or parents makes sense for your community.
- Make sure you’re clear on what you want students/parents to come away knowing, and help your admissions counselors understand that. They will help communicate the things you need your community to know!!

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