



ARCHDIOCESE OF
NEW ORLEANS

Office of Catholic Schools

High School Admissions Procedure Directions for Schools 2011-2012

Monday, November 14

Application forms **will be** posted on the Archdiocesan website (www.archdiocese-no.org). You will be able to access the form by going to the school section and then to the Office of Catholic Schools. There will be a link to the Application Form.

Wednesday, November 16

Signed application forms must be returned to the elementary school. Principals should verify that a parent or legal guardian has signed the form.

Friday, November 18

The following information must accompany the application form to the selected high school.

- 1. Application form completed and signed**
- 2. Transcripts (for at least grades 5-8)**
- 3. Standardized test results**
- 4. Report cards for the first quarter**

Saturday, January 7

Students must attend Application Day school listed on the front of the application form. Each student must bring to the selected school a check (payable to that school) in the amount of \$20.00. **Please note that this fee is non-refundable and non-transferable.** High schools may choose to administer placement tests on Application Day, but the results of these tests may not be used for the acceptance or non-acceptance of applicants. **High schools will not process any new applications during the period from November 16 through February 18.**

Monday, February 6

Each high school is to send to the Office of Catholic Schools application folders of all students in grades 7 and 8 with a **list** (alphabetical, by grade level) of students the school has chosen not to accept. The original application form **must** be included in these folders. Student records must be in an individual folder, clearly labeled with the name of the school, the name of the student, the year, and the grade to which student applied. ***In the interest of fairness to both students and other schools, each school is asked to adhere to this deadline.***

Thursday and Friday, February 9 & 10

Folders of students who were not accepted will be available for review by Catholic high school principals or their designees. While the principals or designees are free to review the records, they may not make photocopies of the data. According to the instructions given by the Office of Catholic Schools, the high school principal or designee must identify each student to whom the school chooses to issue an invitation to apply.

Tuesday, February 14

Letters mailed to accepted students. High school principals will also notify the elementary schools of the status of all students who applied for admission. **Elementary principals are to honor the confidentiality of this information until the students receive the letters from the high schools.**

Thursday, February 16, 2011

Letters of invitation mailed to students not accepted. ***High schools shall wait until at least February 22, 2012 before posting on their web sites names of students they have accepted.***