

**CATHOLIC SECONDARY SCHOOL ADMISSION SCHEDULE – GRADE 9 ENROLMENT PROCESS FOR SEPTEMBER 2014**

**ADMISSIONS & PLACEMENT DEPARTMENT  
ACTIVITY**

**MONDAY, OCTOBER 28, 2013**

Catholic Secondary School Application Forms will be **printed at the elementary schools** to distribute to all grade 8 students.

**MONDAY, NOVEMBER 11, 2013**

**Final Date for Admissions & Placement Department** to receive the original completed copy of the Catholic Secondary School Application Forms from the elementary schools.

**FRIDAY, DECEMBER 20, 2013**

Nominal Roll cut-off date for public/private school applicants. After this date, all applicants will appear on waiting lists.

**MONDAY, JANUARY 6, 2014**

Verification Forms are printed at all elementary schools to review input only. **Corrections** on Verification Forms are to be **faxed** or **emailed** by Friday, January 10, 2014 to the Admissions & Placement Dept .

**MONDAY, JANUARY 13, 2014**

Placement Reports are made available through Trillium Admissions Companion (TAC) and the Admissions & Placement Dept. along with Application Cards.

**MONDAY, JANUARY 20, 2014**

Placement of redirected students will begin.

**ELEMENTARY SCHOOL  
ACTIVITY**

**MONDAY, OCTOBER 28, 2013**

Catholic Secondary School Application Forms **to be printed at the elementary schools** to distribute to all grade 8 students immediately.

**MONDAY, NOVEMBER 11, 2013**

**Final Date for Admissions & Placement Department** to receive the original completed copy of the Catholic Secondary School Application Forms from the elementary schools.

**MONDAY, JANUARY 6, 2014**

Verification Forms to be printed by all elementary schools. Non-metro students on waiting lists will not receive verification forms. Any **input corrections** are to be **faxed** or **emailed** by January 10, 2014 to the Admissions & Placement Dept..

**WEEK OF FEBRUARY 3, 2014**

Redirection letters sent to all affected elementary schools from the Admissions Dept. On receiving Redirection letters, the principal should discuss the redirection with the student and send the letter home.

**MARCH - MAY, 2014**

If requested, Change of Secondary School Request Forms can be distributed.

**SECONDARY SCHOOL  
ACTIVITY**

**MONDAY, JANUARY 13, 2014**

Placement Reports are made available through Trillium Admissions Companion (TAC) and the Admissions & Placement Dept. along with Application Cards.

**MONDAY, JANUARY 20, 2014**

Admissions & Placement Department **must be notified of redirected students by Jan. 20<sup>th</sup>** in order for the redirection process to begin.

**MONDAY, FEBRUARY 3, 2014**

→ (“NO SOONER DATE”) ←

Secondary School principal:

1. Notifies parent/student that student has been accepted.
2. Requests completion of option sheets to confirm applicant’s intention to attend.

**APRIL – SEPTEMBER, 2014**

Secondary School principal (if additional space is available):

- Notifies parent/student if accepted from waiting list.
- As discussed in the Waiting List Procedure Guide, letters are sent to students on the waiting list at the end of May by oversubscribed schools stating “*we do not anticipate that there will be a place here during the 2014-2015 school year.....please contact the Admissions & Placement Dept. for alternative placement*”.