



— ARCHDIOCESE OF —  
**NEW ORLEANS**

Office of Catholic Schools

---

High School Admissions Policy and Procedures  
2016-2017

## Admissions Policy and Procedures for 2016-2017

(Revised 9/3/15)

1. On the common Archdiocesan white application card, have space for the following:
  - a. “Selected High School: \_\_\_\_\_”
  - b. The application card will include statements that allow the parent to exercise several options for review of student records by not only the selected school but also by all other high schools. Such review will take place before archdiocesan-wide admissions acceptance or non-acceptance letters are sent out.
  - c. School names will be displayed in two columns (boy, girl), alphabetically, and with “co-ed” marked in bold print next to the names of “co-ed” schools. Parent(s) or guardian(s) may check individual schools, “any of the above,” or “none of the above.”
  
2. Catholic elementary schools send white application cards, elementary school records, and standardized test score to the high school designated on the white application card in the blank labeled “Selected High School: \_\_\_\_\_.”
  
3. For students not enrolled in Catholic elementary schools, parent(s) or guardian(s) should arrange for records and white application cards to be sent to the school designated in the blank labeled “Selected High School: \_\_\_\_\_,” in accordance with the current admissions process timeline.
  
4. Application Day: On this day students must appear at the school that they have designated on the white application card in the blank labeled “Selected High School: \_\_\_\_\_.”
  - a. They will pay to that school a nonrefundable \$30 application fee. Schools may choose to administer *placement* tests on this day. *If a school uses the results of the placement test for admissions purposes, it must be stated by the high school along with other criteria for admissions decisions.*
  - b. Application days may not start earlier than 8am and no later than 8:30am; all application days may not end earlier than 10:30am.
  - c. Note that while high schools may require their current 8<sup>th</sup> grade students to be tested on this day, they cannot require these students to re-apply for grade 9 and cannot collect an Application Day fee from these students.
  - d. All high schools will complete the distributed Application Day template indicating those applicants that were absent or attended as “walk in” on Application Day. This will safeguard against students applying at multiple schools and provide a cross-

reference for high schools. The completed Application Day template should be sent to the Office of Catholic Schools or designated individual no later than the Monday after Application Day.

5. **Phase One:** to determine which applicants are selected initially.
  - a. The high school designated in the blank labeled “Selected High School: \_\_\_\_\_” reviews records, consults with elementary school principals, and conducts interviews as desired.
  - b. High schools send records of all students not selected (non-accepted) in this phase to the Office of Catholic School, along with a master list of these students. (High schools shall prepare a listing of the folders they are submitting, indicating the grade level of each applicant; *all student records must be contained in individual, labeled folders.*)
  - c. The Office of Catholic Schools collates the above data.
  
6. **Phase Two: Folder Review Days:** On a designated day or days, representatives from all schools shall go to a designated location for a folder review of students that were not accepted by the “*Selected High School*”.
  - a. The schedule for this event will be determined by the Office of Catholic Schools.
  - b. Student records will be separated in order to highlight for consideration and placement of students Catholic students from Catholic schools, students from non-Catholic schools, and all other students.
  - c. All folders of Non-Accepted students will be eligible for review unless otherwise stated by parents on the Archdiocesan application.
    1. School representatives are to bring to the review day a record-harvesting instrument of their own design for gathering all needed information on a student.
    2. School representatives may review only records of students that have indicated a general permission on the Archdiocesan application.
    3. Representatives of schools review folders to determine their interest in students. Each school interested in particular students lists those students on a form issued by OCS at each Folder Review Day.
  - d. Folders that have not been “signed” for interested by any school are moved to a designated area.
    1. All schools are strongly encouraged to participate in a review of these folders with the goal of finding places for all “qualifying students.” (Advisory: students whose records indicate a significant number of D/F grades, attendance problems, and/or conduct problems may not qualify for admissions consideration.)
    2. Schools may choose to send letters of *Invitation to Apply* to students that have not been accepted into their *Selected High School*.

3. The Office of Catholic Schools prepares letters to be included with the mailing of non-acceptance letters. This letter to non-accepted students explains the next steps for them and “*Invitation to Apply*”.

## 7. **Phase Three: Notification of Decision**

- a. High schools notify the Office of Catholic Schools of acceptance status of students.
- b. High schools notify elementary principals of acceptance status of students. This should be done through secure means where the information is only available to the elementary school principal.
- c. High schools send acceptance/non-acceptance letters to all students selected in Phase One. For students not accepted in that phase, the high school designated on the white application card in the blank labeled “Selected High School: \_\_\_\_\_” notifies parents of non-acceptance, and indicates that the student records have been “made available” to other schools if indicated by the student on the white application card.
- d. High schools send “Letters of Invitation to Apply” to students selected at “Review Day.”
  1. Students could receive letters from several schools.
  2. In the “Letters of Invitation to Apply,” high schools instruct parent(s)/guardian(s) to call that particular school(s) by a certain date (set by that high school) to continue the admission process with that school.
  3. Students feasibly could continue the admissions process with several schools simultaneously.
- e. High schools notify elementary principals of any additional students to whom they have issued a “Letter of Invitation to Apply.”

8. **Phase Four:** High schools then continue their normal admissions process with the students who have contacted them for consideration: talking with elementary principals, conducting interviews, etc.
  - a. High school representatives may go to the Office of Catholic Schools to review folders of students not accepted in the first three phases but who have given permission for their folder to be reviewed.
  - b. The Office of Catholic Schools will remain available to assist parent(s)/guardian(s) of remaining students in exploring the best available settings for them.
  - c. High schools notify students of acceptance/non-acceptance status. High schools will issue students a deadline by which they must commit to the school.

- d. High schools notify the Office of Catholic Schools of the acceptance/non-acceptance status of students accepted under Phase Four, Section A.
- e. High schools notify elementary schools of any additional students they have accepted under Phase Four.

9. **Phase Five:** Registration is held by each high school

**GENERAL GUIDELINES:**

- a. No high school may penalize a student because a student has applied to another school.
- b. The admissions process represents a joint effort of the CSPA, the secondary heads of school, and the Office of Catholic Schools.
- c. The Office of Catholic Schools, in conjunction with CSPA shall sponsor an annual Catholic High School Information Night when deemed necessary and appropriate.
- d. High School Days/Nights in Elementary Schools:
  - 1. All Catholic high schools of the archdiocese shall be given an equal opportunity to participate.
  - 2. No non-Catholic high schools may participate or have materials present.
  - 3. Dates for these events must be established and provided to the Office of Catholic Schools before Application Cards are given out.
  - 4. The only handouts allowed are informational. This information may be in a variety of forms, including paper, brochures, folders, CD-ROMS, diskettes, and DVDs.
  - 5. No trinkets, pencils, shirts, balloons, or the like shall be given out.
  - 6. No school is to compare itself to another school nor is any school to say anything negative about any other school.
  - 7. The elementary school will determine the grade levels present for the high school presentations.
- e. Other High School Recruitment
  - 1. Catholic elementary schools that allow any Catholic high school to recruit in their school must offer every other Catholic high school equal opportunity to do so.
  - 2. Catholic elementary schools may not offer non-Catholic high schools any opportunities to recruit Catholic elementary school students.
  - 3. Application for and awarding of scholarships or financial assistance by Catholic high schools must be done within the context of and rules for high school admissions.
- f. Secondary Open Houses
  - 1. The Open House schedule is coordinated by the Associate Superintendent for Secondary Schools, in consultation with heads of secondary schools and admissions directors.
  - 2. In general, schools are scheduled on the same day of the week and the closest calendar date to the date used in the previous year.

3. Schools wishing to change their date pattern must clear proposed dates with the Office of Catholic Schools and with any other schools who have a date in conflict with the proposed date.
  4. Only one official Open House date will be scheduled per school, but schools may hold other open house events provided that they do not conflict with any other school's date (see 9h, 3).
  5. Schools (elementary, middle, secondary) are not to schedule any events for middle grades that conflict with high school open houses.
- g. Admissions Schedule—the process is set by the Office of Catholic Schools, with consultation from the CSPA and admissions directors. It shall include at least the following dates:
1. Day on which Application Cards are given out
  2. Day on which Application Cards are to be returned
  3. Day on which Application Cards and elementary records are sent to high schools
  4. Day on which records are sent to the Office of Catholic Schools
  5. Day on which letters of acceptance/non-acceptance are sent to elementary school principals
  6. Day(s) on which letters of acceptance/non-acceptance/Invitation to Apply are sent to students.
- h. Other Admissions Regulations:
1. No Archdiocesan White Application Card is to be given out before the established date.
  2. All recruiting of students stops on the date the White Application Cards are given to students
  3. In planning the Application Day schedule, schools must be certain that students are to be present from at least 8:30 am until 10:30 am
  4. Testing done on Application Day may be used for admissions decisions.
  5. Out of courtesy, elementary school principals are sent admissions information early, thus helping them prepare to minister to students. **Under no circumstances are they to communicate this information to any student or parent before the high school has done so.**
- i. **The representative of the Office of Catholic Schools shall monitor and facilitate the admissions process and be responsive to questions and concerns as they occur.**