

**DMCESE OF CLEVELAND
OFFICE OF CATHOLIC EDUCATION**

PLAN FOR APPLICATION TO HIGH SCHOOLS OF THE DIOCESE

1. Monday, January 11, 2010*	Application Forms Distributed
2. January 11-15, 2010	High School Selection Week
3. Friday, January 15, 2010	Selection Deadline
4. January 19-29, 2010	Applications Forms sent to high schools
5. Thursday, February 11, 2010	1st choice mailing date 2nd choice mailings may begin Hands-off period ends
6. <u>No later than</u> Thursday, February 11, 2010**	Files forwarded to 2nd choice school
7. Friday, February 26, 2010	Deadline for 1st choice acceptances Earliest date for registration at high schools
8. <u>No later than</u> Wednesday, March 3, 2010	Second round mailing completed
9. Wednesday, March 3, 2010	Availability report to ACAD Chair

* The Hands-off period begins on January 11th and continues through February 11th. Hands-off is defined as NO CONTACT initiated by the high schools with prospective students.

** Forwarding to second choice school by first choice school may begin upon receipt of applications. No student should receive a letter from a second choice school before notification by the first choice school.

APPLICATIONS NOT ACCEPTED ON SECOND ROUND

are to be sent to:

Secondary Schools Department
Office of Catholic Education
1404 East Ninth Street, 2nd Floor
Cleveland, OH 44114