



## **ADMISSIONS-RECRUITMENT PROCEDURES**

### **FOR THE CATHOLIC HIGH SCHOOLS IN THE ARCHDIOCESE OF BALTIMORE**

*(Exception: Bishop Walsh School in Cumberland)*

#### **PRIOR TO ADMISSIONS DECISIONS:**

1. For admission consideration, no other recommendation besides the Archdiocese of Baltimore Catholic High School Information Form will be required of Catholic elementary/middle schools. Additional recommendations may be required for scholarship applicants.
2. Each high school administration is responsible for educating their school community about Admissions-Recruitment Procedures of the Archdiocese of Baltimore, individual school admission procedures, as well as policies of other organizations that may affect the Recruitment-Admissions process.
3. Admissions directors may contact individual school principals to give information only about their high school (grades 9 to 12). No classroom visitations/student presentations may be made, unless they are part of the established schedule of visits approved by the Department of Catholic Schools. (Exception: Parish high schools may visit the connected parish elementary/middle school at any time.)

By reason of their unique geographic location outside the reach of the Baltimore metro area high schools, two secondary schools – Saint John’s Catholic Prep and St. Maria Goretti High School – are allowed to visit directly with Frederick and Hagerstown area elementary schools, at the principal’s invitation.

4. The common deadline for high school applications is December 15, 2017. All Archdiocesan communications will advertise this common date, and no student may be penalized by any high school for failing to submit an application prior to December 15, 2017.
5. No Catholic high school will communicate decisions concerning admissions (acceptance, denial, or wait list) for current eighth graders verbally or in writing, prior to the established February decision deadline date. Any marketing tool, athletic conversation, prospective student event, or scholarship competition cannot imply acceptance to such school. If a school is ever in question of the language or intent of an admissions exercise, consult the Department of Catholic Schools.
6. No Catholic high school may communicate any scholarship or financial aid decision before the February decision deadline date.

#### **AT THE TIME OF ADMISSIONS DECISIONS:**

7. All Catholic high schools will mail decision letters and can notify applicants via phone or email on the established February decision deadline date. **In case of inclement weather, the notification dates and times will remain intact with no exception.**

All applicants may receive admissions notification as early as 4:00 PM on Thursday, February 15, 2018. Specifically, high schools may communicate by:

- a) Mail - decision letters/packets may be mailed no earlier than 4:00 PM on February 14, 2018.
- b) Email, phone, or personal delivery - notification may be sent no earlier than 4:00 PM on February 15, 2018.
- c) Notification of legacies in cases of rejection and waitlist decisions – legacies defined as siblings of current students and children of alumni may be notified via a phone call only, no earlier than 8:00 AM on Thursday, February 15, 2018.

The Catholic high school registration period officially ends on March 2, 2018. If inclement weather compromises the March 2 reply date, AIMS and the Archdiocese will consult and determine whether to extend the date to March 9.

- 8. All Catholic high school admissions directors must notify the Archdiocese of Baltimore Catholic elementary/middle school principals of admission decisions about their students on February 14, 2018. This may be done no earlier than 4:00pm. Please email the elementary school principal directly.
- 9. Schools receiving complete admission files from prospective students shall respond to all applicants in writing.

**AFTER ADMISSIONS DECISIONS:**

- 10. After the acceptance/denial letters have been mailed, there will be a **two-week “welcome period.”** During this time:
  - a) Schools may initiate contact with all of their accepted and wait-listed students; high schools may hold receptions/registration events and renegotiate financial aid offers.
  - b) Admissions directors/school administrators who accept any student, wait-listed or otherwise, should ask the family if they have made a deposit or registered at their second or third choice school AND encourage them to notify that school.
- 11. Although individual schools may extend their registration period for as long as they deem necessary, two weeks after mailing acceptance/denial letters marks the official end of the Catholic High School Registration Period. Until the end of the two-week period, no Catholic high school may rescind its offer of admission due to space limitations, assuming all registration requirements have been met. No Catholic high school may require registration or acceptance of financial aid/scholarship monies prior to the two-week period.
- 12. Schools agree that it is unprofessional to actively pursue a student registered at another Catholic School with the intent of securing a change in registration based on an amended financial aid offer.

**OTHER GENERAL PROCEDURES:**

- 13. No high school should allow an accepted Catholic school student to begin the school year unless he/she has successfully completed the eighth grade curriculum, and the school has received a final official transcript.
- 14. Every Catholic high school is encouraged to participate in joint marketing efforts, including participation in the Catholic high school fairs and advertising opportunities organized by the Department of Catholic Schools.
- 15. When receiving an application from a transfer student, the school should contact the applicant’s current high school before offering admission.
- 16. Financial obligations from the prior school must be met before the student can begin class at the new school.
- 17. No Catholic high school may schedule shadow days for Catholic school students during the weeks of Archdiocesan elementary school standardized testing.

18. All grade nine applicants are expected to take the High School Placement Test (HSPT). The HSPT, or any part thereof, may be taken only once prior to decision letters being mailed. Through multiple communication channels, the Department of Schools and all Catholic high schools will direct applicants to register online for the HSPT, and pay the \$40 testing fee. Applicants may select three schools in the Archdiocese of Baltimore to receive score reports, and an additional fourth report may be sent to a school in the Archdiocese of Washington.
19. Any applicant with a diagnosed learning disability that requests special accommodations for the HSPT must submit necessary documentation to the chosen high school testing site by November 17, 2017. Any requests beyond that date cannot be guaranteed, and applicants will be directed to the individual testing site for consideration.
20. In the event of inclement weather, the Superintendent of Catholic Schools, through the Director of Enrollment Management, will notify the admissions directors of cancellation of the HSPT by 7:00 AM on the morning of the test date. Registered students will be directed to [www.archbalt.org](http://www.archbalt.org) for a weather announcement, and additional communications will be sent via WBAL, email, and social media. If cancelled, registered students will be instructed to test on the make-up date. Additional testing sites may be selected, if necessary.
21. It is expected that, as a community of Catholic educational institutions, all schools and their employees will meet the intent of the above-listed procedures.

Any high school that knowingly violates the procedures outlined above may be subject to any/all of the following, at the discretion of the Superintendent:

- a) Denied participation in any of the Catholic high school fairs for a period of one year and/or
- b) Excluded from any marketing efforts of the Department of Catholic Schools and /or
- c) Prevention from doing any individual marketing efforts within the Archdiocesan elementary schools.

It should be noted that the Marketing and Enabling Fee must be paid by all high schools; violating the Admissions Recruitment Procedures and being excluded from fairs and marketing efforts does not modify this requirement.