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| --- | --- | --- | --- |
| ACCA Activity / Task | Start date | End date | Additional Comments |
| Counselors Webinar @10 a.m. | 01/14/2021 |  | Counselors contact Grovner to present on PL Day |
| Student Online Application Window | 01/25/2021 | 03/05/2021 |  |
| ACCA Counselors facilitate interest meetings / application session with students at APS high schools (including charter schools) | 01/25/2021 | 03/03/2021 | ACCA Counselors will work with home high schools to schedule interest meetings to recruit students and complete application process |
| Counselor Online Q&A Session @10:00 a.m. | 01/28/2021 |  |  |
| ACCA sends Application Requests to HS | 01/29/2021 | 03/05/2021 | ACCA counselors will send this information weekly on Friday. |
| Home School Counselors vet applications | 01/29/2021 | 03/12/2021 |  |
| Home School Counselors notify parents of ACCA lottery denial and appeals process |
| ACCA Lottery Appeals Process |
| Written Appeals received by Counselors |
| Home School ACCA Appeals Team Meets |
| Home School Counselor Notify Parents of Appeals Decisions |
| District team reviews submitted applications | 03/15/2021 | 03/19/2021 |  |
| ACCA submits applications to Student Assignment for lottery | 03/22/2021 |  |  |
| Run Lottery and compile results | 03/22/2021 | 03/25/2021 |  |
| ACCA reviews lottery results with Student Assignment | 03/25/2021 |  |  |
| ACCA emails lottery results to HS | 03/30/2021 |  |  |
| ACCA schedules students | 03/30/2021 | 04/16/2021 |  |
| ACCA notifies parents/students | 04/02/2021 |  |  |
| ACCA mails student schedules |  | 05/27/2021 |  |

**Atlanta College and Career Academy Recruitment and Scheduling Timeline – FINAL**