**Lasswade High School UCAS Calendar**

**Session 2018 – 19**

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| **Date** | **Task** | **By whom and how?** |
| 20th August 2018 – 7th September 2018 | All students with intentions of applying through UCAS register online via UCAS Apply | Students online |
| By 7th September 2018 | Route A Applicants identify staff for reference requests | Students submit form to J CostelloJ Costello distribute to staff |
| By 14th September 2018 | Route A drafts of Personal Statements submitted | Students to J Costello (to copy to NC and St Supp Link) |
| By 21st September 2018 | Route A final Personal Statements saved on UCAS Apply and applications submitted for approval | Students online |
| By 24th September 2018 | All Applicants identify staff for reference requests | Students submit form to J CostelloJ Costello distribute to staff |
| By 5th October 2018 | All Route A references completed and saved on UCAS Apply | Student Support Staff online |
| By 12th October 2018 | All Route A applications sent to UCAS | N Chisholm online |
| By 26th October 2018 | All drafts of Personal Statements submitted | Students to Student Support Link by email or paper copy |
| By 23rd November 2018 | All final drafts of personal statements completed and saved on UCAS Apply | Students online |
| By 10th December 2018 | All references completed and saved on UCAS Apply | Student Support Staff online |
| By 17th December 2018 | All applications sent to UCAS | N Chisholm online |

* Route A applicant draft personal statements reviewed by NC and Student Support link
* Reference requests submitted to J Costello. Distribute within 2 working days. Returns from staff within 7 working days to JC.
* Student Support references completed within 10 working days of notification that personal statement is completed and application submitted on UCAS Apply.
* Full application reviewed and sent to UCAS by N Chisholm within 5 working days of reference completed on UCAS Apply.