

Dear guidance counsellor,

Usually at this time we send a postal mailing to you with information on the Statement of Application process and other timely updates.

This year, and going forward, we will be replacing this mailing with the '**CAO School News**' document - see attached. In this newsletter you will find important information on the revised **Statement of Application process** which will be commencing this week (**the first emails are scheduled to issue from Tuesday, 11 May**), as well as other updates on changes to the CAO website, the offers and acceptances schedule, dates and arrangements for the November conferences, etc.

We will be updating the 'Info for Schools' page of our website over the coming weeks to replace the 'Schools Correspondence' page with a 'Schools Message Board'. On this page we will share useful updates as they arise, e.g., copies of emails that applicants will be receiving, memos from CAO, updates on the offers and acceptances schedule, and other changes of note.

If you click on the below link you can view the updated '**Statement of Application Record**' video. This video shows screenshots to assist applicants when reviewing and editing their account information. I have also **attached a copy of the email text that applicants will be receiving**, and a poster which you may wish to share with your students. Please note that emails will issue over a number of days and weeks, with Leaving Certificate applicants who applied by 1 February receiving emails first, followed by QQI FET applicants, GCE applicants, etc. Applicants who applied using the late application facility will receive their email later in the month.

[CAO Statement of Application Record on Vimeo](#)

As always, if you have any questions for us, please email via the Contact facility with the subject to read 'Guidance Counsellor' so that we can get to you as quickly as possible.