

# VILLA MARIA ACADEMY HIGH SCHOOL

EMPOWERING YOUNG WOMEN SINCE 1872

## Freshman Application Guide

Villa Maria Academy High School (VMAHS) uses an Admissions Portal hosted by SchoolAdmin. Please note that the following step-by-step process is for demonstration purposes only. Questions? Contact the VMAHS Admissions Team at [admissions@vmahs.org](mailto:admissions@vmahs.org).

### Completing the Online Application

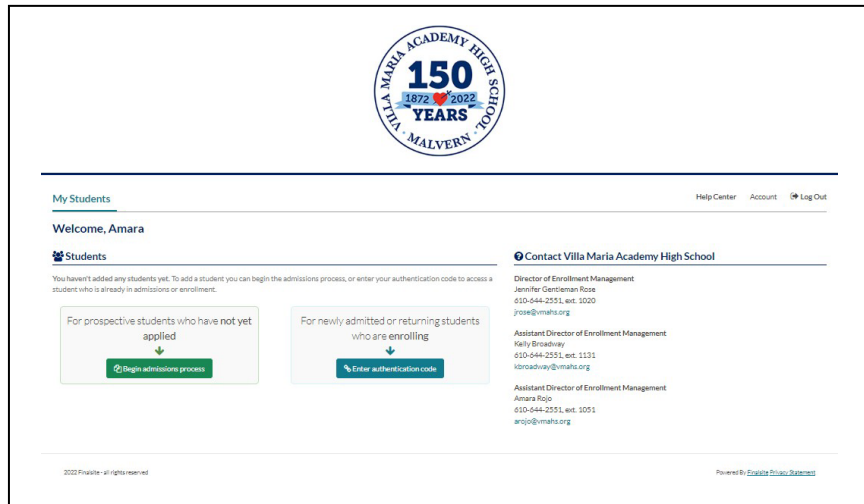
#### STEP 1:

Create a SchoolAdmin Account at [https://vmahs.schooladminonline.com/users/sign\\_in](https://vmahs.schooladminonline.com/users/sign_in). If you already have a VMAHS SchoolAdmin account, please enter your login credentials and click the blue "Sign In" button. If you need to create a new VMAHS SchoolAdmin account, click the blue "Create an Account" button.

If creating a new account, please enter in your information on the next screen and click the blue "Create Account" button.

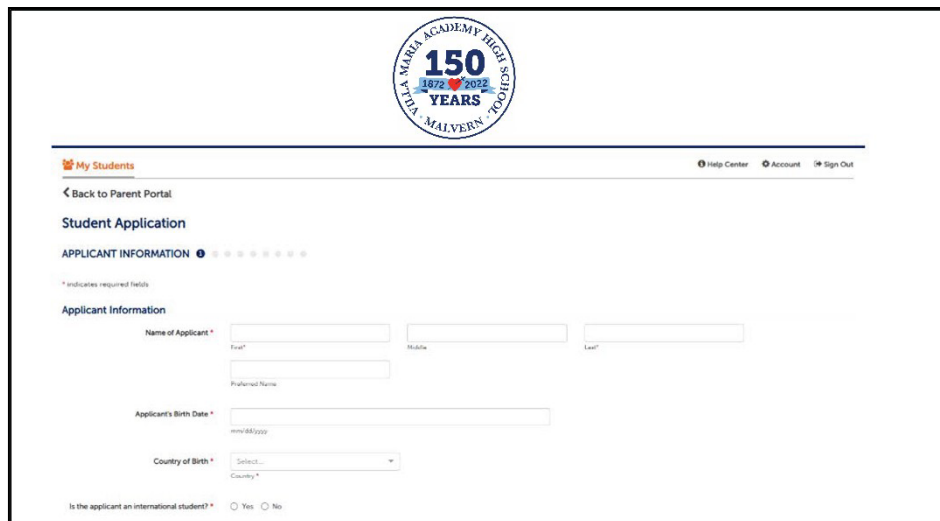
## STEP 2:

For prospective students who have not yet applied to VMAHS, click the green “Begin admissions process” button.



## STEP 3:

Complete all pages of the online application, which includes applicant information, academic information, household information, sibling information, alumnae and IHM connections, student interests and essay, and signature.



## STEP 4:

Upon completion of all application sections, you will be directed to a payment screen to pay the \$60 application fee. We accept the following credit cards for this payment: Visa, Mastercard, American Express, and Discover.



## Completing the Admissions Checklist Items

The Admissions Checklist includes all other required items and documents necessary for prospective students to be considered for admission to Villa Maria Academy High School.

**This can be accessed at any time by logging in with the credentials you created when you submitted an application for your daughter.** As you complete these items, a green check mark will be placed next to each checklist item.

The screenshot shows the 'My Students' page for Sarah Smith, applying for 9th Grade in 2023-2024. At the top is the Villa Maria Academy High School 150th Anniversary logo (1872-2022). The page has a navigation bar with 'My Students', 'Help Center', 'Account', and 'Log Out'. Below the student name, there's a 'Back' button and a note about the 2022 application deadline. The main section is the 'Checklist' with items: 'Application Form' (checked), 'Application Fee' (checked), 'Request for Release of Information (Transcripts, etc)' (with a 'Send Request' button), 'Recommendation' (with a 'Send Request' button), and '8th Grade Report Card Request' (with a 'Send Request' button). On the right, there's a 'Contact Villa Maria Academy High School' section with contact information for the Director of Enrollment Management (Jennifer Gerstman Rose) and the Assistant Director of Enrollment Management (Kelly Broadway and Amara Rugh).

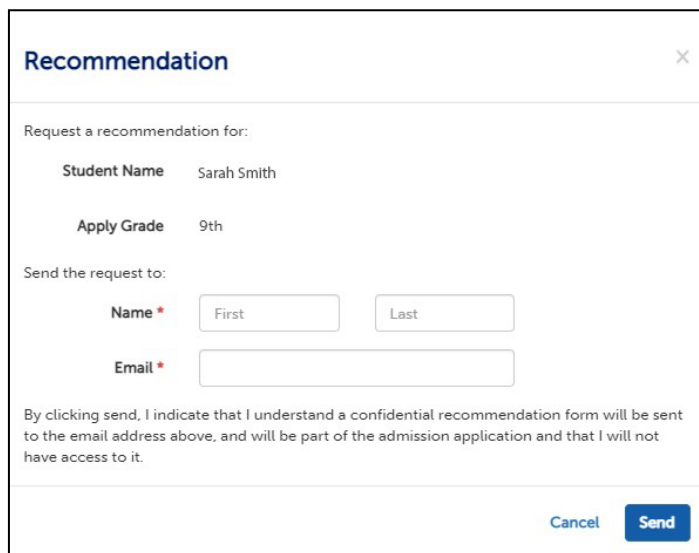
## REQUEST FOR RELEASE OF INFORMATION:

Send our Request for Release of Information Form to your current school by clicking the blue "Send Request" button next to the "Request for Release of Information" item on the checklist. A box will pop up where you can enter the name and email address of your school's office administrator. An automated email will then be sent requesting the required documentation. Once these items have been received from your current school, a green check mark will be placed next to this checklist item.

The screenshot shows a pop-up form titled 'Request for Release of Information'. It contains the following fields: 'Student Name' (Sarah Smith), 'Apply Grade' (9th), and 'Send the request to:' with sub-fields for 'Name \*' (First and Last) and 'Email \*'. At the bottom, there is a disclaimer: 'By clicking send, I indicate that I understand a confidential form will be sent to the email address above, and the documents, transcripts, or other information within it will be part of the admission application, and that I will not have access to them.' and two buttons: 'Cancel' and 'Send'.

## RECOMMENDATION:

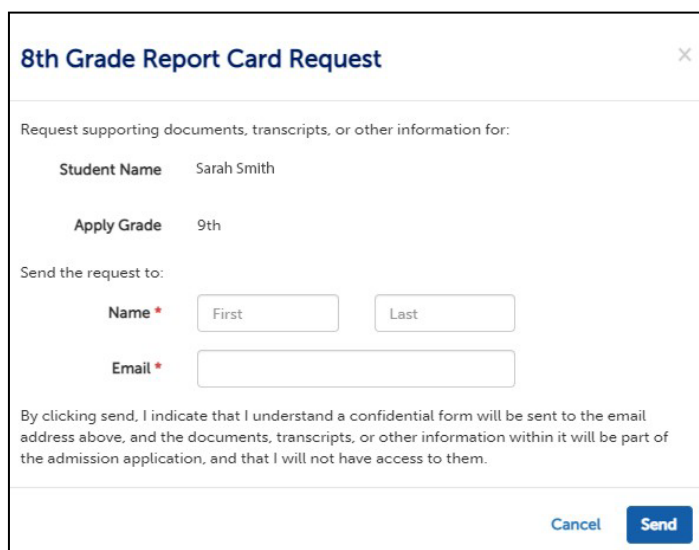
Send our Applicant Recommendation Form to your 7th or 8th grade math or English teacher by clicking the blue "Send Request" button next to the "Recommendation" item on the checklist. A box will pop up where you can enter the name and email address of the teacher. An automated email will then be sent requesting the confidential recommendation. Once this completed recommendation has been received, a green check mark will be placed next to this checklist item.



The screenshot shows a pop-up window titled "Recommendation" with a close button (X) in the top right corner. The form is divided into sections. The first section, "Request a recommendation for:", contains "Student Name" (Sarah Smith) and "Apply Grade" (9th). The second section, "Send the request to:", contains "Name \*" with "First" and "Last" input fields, and "Email \*" with a single input field. A disclaimer at the bottom states: "By clicking send, I indicate that I understand a confidential recommendation form will be sent to the email address above, and will be part of the admission application and that I will not have access to it." At the bottom right are "Cancel" and "Send" buttons.

## 8<sup>th</sup> GRADE REPORT CARD REQUEST:

Request for your current school to upload a copy of your 8th grade 1st quarter/trimester report card **as soon as it is available**. To do so, click the blue "Send Request" button next to the "8<sup>th</sup> Grade Report Card Request" item on the checklist. A box will pop up where you can enter the name and email address of your school's office administrator. An automated email will then be sent requesting the required documentation. Once this item has been received from your current school, a green check mark will be placed next to this checklist item.



The screenshot shows a pop-up window titled "8th Grade Report Card Request" with a close button (X) in the top right corner. The form is divided into sections. The first section, "Request supporting documents, transcripts, or other information for:", contains "Student Name" (Sarah Smith) and "Apply Grade" (9th). The second section, "Send the request to:", contains "Name \*" with "First" and "Last" input fields, and "Email \*" with a single input field. A disclaimer at the bottom states: "By clicking send, I indicate that I understand a confidential form will be sent to the email address above, and the documents, transcripts, or other information within it will be part of the admission application, and that I will not have access to them." At the bottom right are "Cancel" and "Send" buttons.

## ENTRANCE-SCHOLARSHIP EXAM:

Villa Maria administers the High School Placement Test (HSPT) as our Entrance-Scholarship Exam. The HSPT is required for all freshman applicants, and only those students who take the VMAHS Entrance-Scholarship Exam on October 16 or 22 are eligible for an academic scholarship. To register for the exam, visit <https://www.vmahs.org/admissions/apply/entrance-scholarship-exam>. Once a prospective student has taken the exam, a green check mark will be placed next to this checklist item.

## OPTIONAL ITEMS:

Other optional admissions checklist items include:

- Experiencing our campus via an event (Open House, 8<sup>th</sup> Grade Visit Villa Day).
- Please note: Events will show up on the admissions checklist as registrations open. Click the blue "Schedule Appointment" to register.
- Scheduling a tour.
- Uploading a recent photo of the applicant.
- Submitting a recent copy of a Psycho-educational Evaluation, IEP, 504, or Qualified School Educational Plan (if applicable).
- Applying for financial aid (if applicable).

## FAQs

### **Q: How do I make an edit to my application after it's been submitted?**

A: Please email [admissions@vmahs.org](mailto:admissions@vmahs.org) with any updates.

### **Q: Do I need to upload my daughter's photo?**

A: No, this is an optional step. If you are comfortable uploading a photo, it allows the Admissions Team to put your daughter's face to her name sooner.

### **Q: What if my daughter knows her 7<sup>th</sup> grade teachers better than her 8<sup>th</sup> grade teachers?**

A: It is perfectly fine to request recommendations from 7<sup>th</sup> OR 8<sup>th</sup> grade math or English teachers.

### **Q: What if my daughter's report card won't be released before the application deadline?**

A: Please make sure the release request is submitted before the application deadline. Once you do so, your daughter's transcript will be released to us when it is available.

*If you have any other questions, please feel to reach out to the VMAHS Admissions Team at [admissions@vmahs.org](mailto:admissions@vmahs.org) or by calling 610-644-2551.*