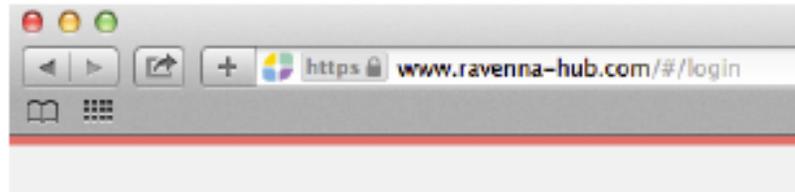




# Ravenna Family User Guide

[help@ravennasolutions.com](mailto:help@ravennasolutions.com)

Begin by going to [www.ravenna-hub.com](http://www.ravenna-hub.com)



Click on "Create an account"



### Online Applications

For students applying to private and independent PS-12 schools.

[Create an account](#)

[About Ravenna Solutions](#)

[Click here if you are a school user](#)



### Login

Email Address

Password

Remember Me

[Log in](#)

[Forgot Your Password?](#)

Creating an account will require the following information:

### Create account

Parent / Guardian First Name

Last Name

Parent / Guardian Email

Re-type Email

Password

I have read and agree to the [Terms of Service](#)

# You will be required to verify your email address:

Welcome to Ravenna

Please verify your email:

For security purposes, a verification email has been sent to [jessc+parent@ravennasolutions.com](mailto:jessc+parent@ravennasolutions.com); click on the link in the message to verify your email address. If you do not see the email, be sure to check your junk folder.

Please allow up to 5 minutes for the message to reach your inbox. If you need another verification email message sent, press the Resend button below. Ravenna's Customer Care is available at [help@ravennasolutions.com](mailto:help@ravennasolutions.com) if you need assistance.

Resend verification email

## Check your email for the following message:

Ravenna Email Verification Inbox x



Ravenna

to me

Dear Jess,

An email verification has been requested for your account in Ravenna. If you did not request this, please contact Ravenna Solutions.

To verify your email, please click this link:

[https://qa.ravenna-hub.com/verify/jessc%2Bparent%40ravennasolutions.com/9Vub1hUokJ%2A1dmwCPgw0ndHFY\\_ThX](https://qa.ravenna-hub.com/verify/jessc%2Bparent%40ravennasolutions.com/9Vub1hUokJ%2A1dmwCPgw0ndHFY_ThX)

Please be advised that this link will expire at Saturday, July 9 6:14pm GMT.

If you have trouble accessing Ravenna, please contact Ravenna Solutions at [help@ravennasolutions.com](mailto:help@ravennasolutions.com)

After clicking the link in the email, you can get started in creating your applicant's profile:



✓ Your email has successfully been verified

Get started →

# The first screen will give you an overview of how to use Ravenna:

## Welcome to Ravenna

Ravenna is a web-based system that allows you to efficiently apply to PS-12 schools and track the status of your application online -- from exploration to decision.

### Getting started is easy.

Take a look at the steps to see how.

#### Step 1

##### ➤ Add your first student

Create your first student profile and fill in forms concerning your student, their education history and family information. You can always add multiple student profiles to your account later.

The screenshot shows a form titled "Student Information" with the following fields:

- First name\* (text input)
- Middle name (text input)
- Last name\* (text input)
- Preferred name (text input)
- Birthday\* (calendar icon)
- Language spoken at home\* (dropdown menu)
- Language spoken at school (dropdown menu)
- Current grade\* (dropdown menu)
- Applying to grade\* (dropdown menu)

#### Step 2

##### ✓ Then, connect with schools

After setup, you will be taken to your dashboard. From the dashboard, you will see the school directory and can search through the list of schools who use Ravenna to manage their application process. Here, you can find a school and **register for an event, explore their process or start an application**. If you are exploring or applying to a school, you can click on the name of the school from your dashboard to see all of the steps in the application process.

The screenshot shows a search results page titled "Found 27 schools in Greater Seattle". It includes filters for "Filter By Name", "Filter By City", and "By Grade" (with a "Select grade" dropdown). Below the filters is a table of schools:

School Name	Address
<b>Alder Street School</b> Grades: K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	1220 Chappell Ave Bellevue WA 98007
<b>Bay Area Day School</b> Grades: K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	1220 Water Street Seattle WA 98101
<b>Bellevue Academy</b> Grades: K, 6, 7, 8, 9, 10, 11, 12	12940 Bellevue Street, Bellevue, WA 98005
<b>Brenwood Waldorf School</b> Grades: PS, PK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	Woods School 2800 NE 138th St Seattle, WA 98155

[Okay, I'm ready to start →](#)

Click here to enter your family & applicant information

You will then walk through three pages to enter:

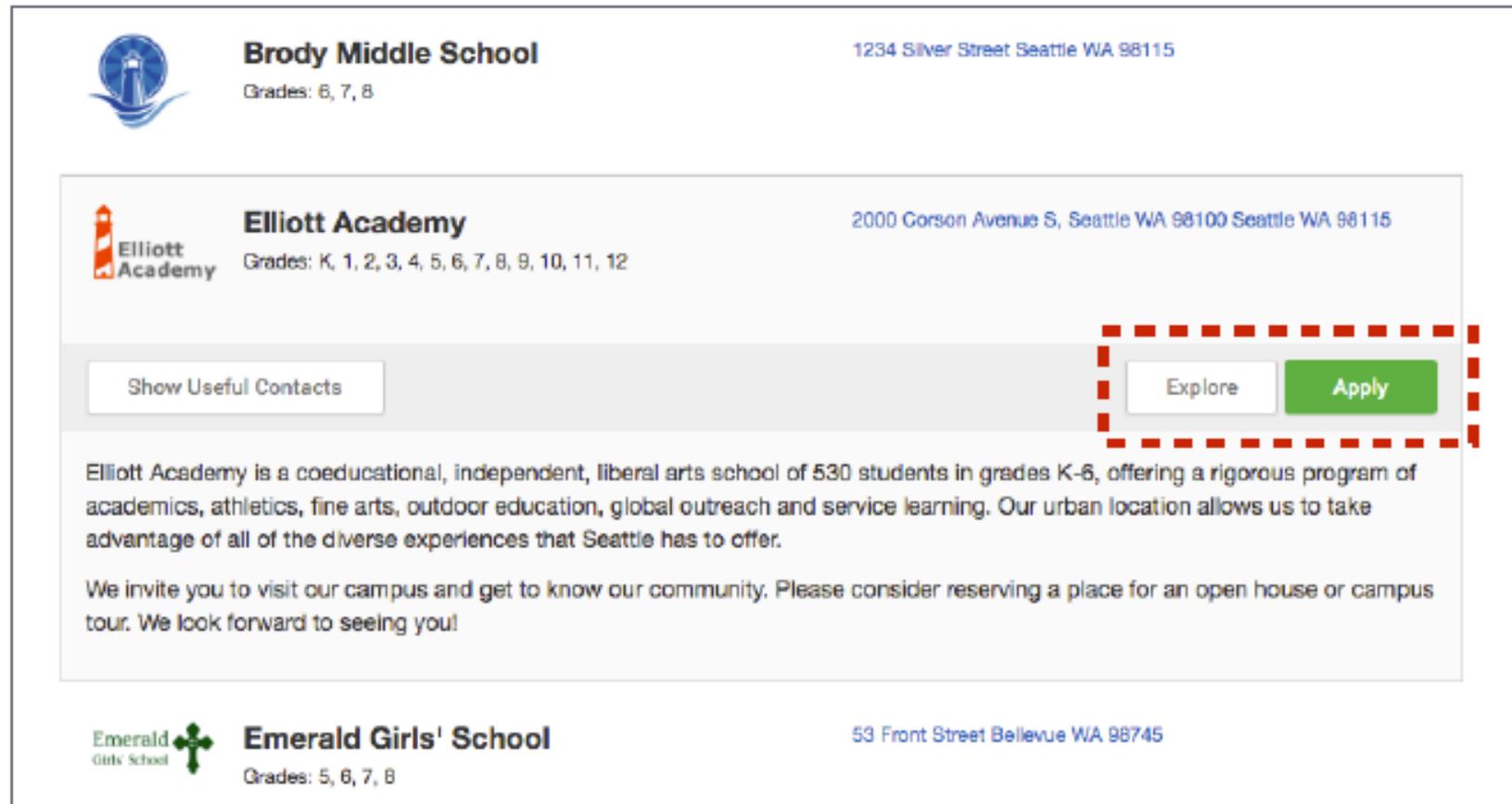
- Student Information
- Applicant's Education History
- Family Information



After creating a student, you will land on the Dashboard. From here, click "Apply to a school" or click on the School Directory to go to the directory and explore schools:

The screenshot shows the Ravenna dashboard interface. At the top left is the "ravenna" logo. At the top right, it says "Applying for the fall of 2017" with a dropdown arrow, and "Jess" with a settings gear icon. On the left side, there is a navigation menu under the heading "GENERAL" with items: "Dashboard", "School Directory", and "Events". Below that, under the heading "LOLA HUDSON", are items: "Applications", "Decisions", and "Student Profile". The "School Directory" item in the "GENERAL" section and the "Apply to a school" button in the main content area are both highlighted with a red dashed border. The main content area is titled "Dashboard" and includes a "Take tour" button. It features a profile card for "Lola Hudson" with "Apply grade: 9". Below the profile card, there are two sections: "Applying to" with the text "This student is not applying to any schools yet." and a green "Apply to a school" button with a right arrow; and "Upcoming events" with the text "No events scheduled".

In the directory, you can click on a school name to see more information about that school:



 **Brody Middle School** 1234 Silver Street Seattle WA 98115  
Grades: 6, 7, 8

 **Elliott Academy** 2000 Gorson Avenue S, Seattle WA 98100 Seattle WA 98115  
Grades: K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

Show Useful Contacts [Explore](#) [Apply](#)

Elliott Academy is a coeducational, independent, liberal arts school of 530 students in grades K-6, offering a rigorous program of academics, athletics, fine arts, outdoor education, global outreach and service learning. Our urban location allows us to take advantage of all of the diverse experiences that Seattle has to offer.

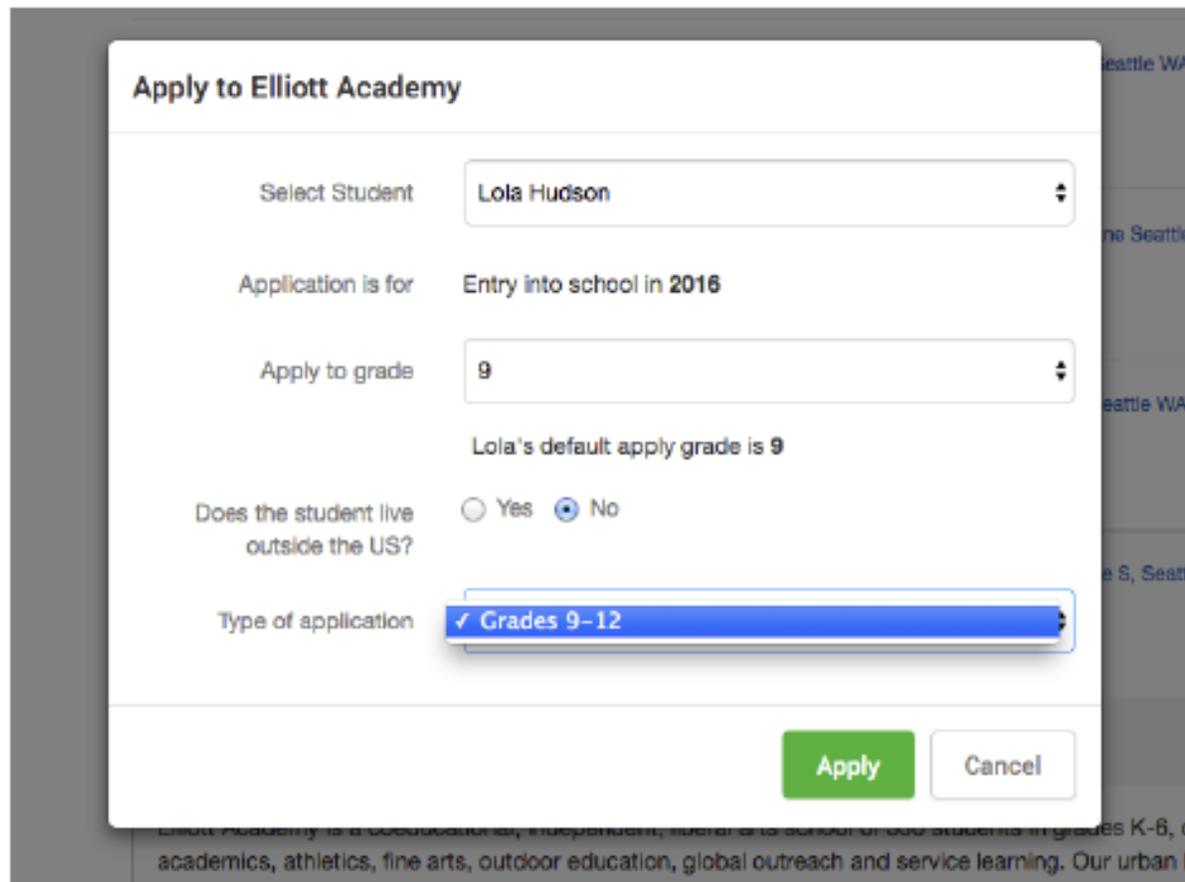
We invite you to visit our campus and get to know our community. Please consider reserving a place for an open house or campus tour. We look forward to seeing you!

 **Emerald Girls' School** 53 Front Street Bellevue WA 98745  
Grades: 5, 6, 7, 8

Click "**Explore**" to see more about a school's process, and "**Apply**" to start filling out forms

Clicking apply will open a window where you:

- Select your student
- Confirm their application grade
- Choose the application type



The screenshot shows a web form titled "Apply to Elliott Academy". The form contains the following fields and options:

- Select Student:** A dropdown menu with "Lola Hudson" selected.
- Application is for:** A dropdown menu with "Entry into school in 2016" selected.
- Apply to grade:** A dropdown menu with "9" selected. Below this field, it says "Lola's default apply grade is 9".
- Does the student live outside the US?:** Radio buttons for "Yes" and "No", with "No" selected.
- Type of application:** A dropdown menu with "Grades 9-12" selected and highlighted in blue.

At the bottom right of the form are two buttons: a green "Apply" button and a white "Cancel" button.

You will then be taken to the school's application page. On this page, you can:

- See the steps required to apply
- Complete & submit forms
- Delegate forms to teachers & others who are writing recommendations
- Register for events



### Preliminary Application

Forms due by

Go to Submit →

Show me what's left

#### Open House

Visiting an Open House is an excellent way to familiarize yourself with Alder Street School, its programs and its people. Meet with students, teachers, and administrators, and learn how our academic and co-curricular programs may be a good match for you and your student.

Please click on the link below to register to attend. We look forward to learning more about your family.

[Register for an event](#)

#### Preliminary Application

**We encourage you to submit the preliminary application and fee as soon as possible.**

If the application fee presents a hardship, or if you have any other questions or concerns, please contact the enrollment office at [enrollment@alderstreet.org](mailto:enrollment@alderstreet.org).

[Preliminary Application](#)  
Required questions unanswered

#### School acknowledgement of required steps

- = Not complete
- = Awaiting receipt
- = Complete

#### Preliminary application

- Open House
- Preliminary Application

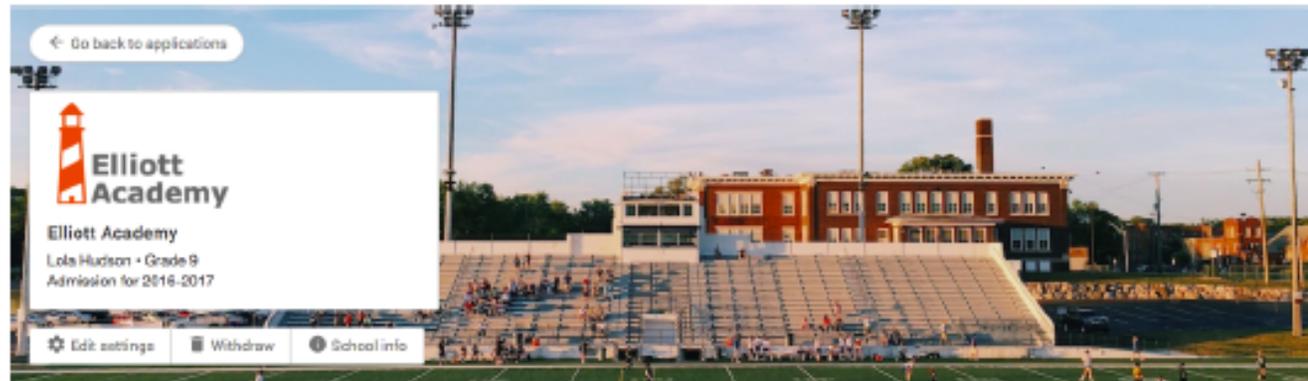
#### Additional steps

- Complete Parent/Guardian Statement
- Complete Student Essay Form
- Applicant Shadow Day (8th - 12th)
- Records Request
- Parent Interview
- Received Current School Year First Semester Transcripts
- Received Previous Year's Transcripts
- Humanities Teacher Evaluation
- Science or Math Teacher Evaluation

Click the 'register for an event' links to open up event registration

Click on the form name to open up and complete each form

The submit button will turn green when your forms are ready to submit



To see what required steps are left at any time, click the "Show me what's left" button

Show me what's left

### Preliminary Application

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[Register for an event](#)

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**Preliminary Application**  
Respect questions unanswered

Go to Submit →

### School acknowledgement of required steps

- = Not complete
- = Awaiting receipt
- = Complete

#### Preliminary application

- Open House
- Preliminary Application

#### Additional steps

- Complete Parent/Guardian Statement
- Complete Student Essay Form
- Applicant Shadow Day (9th - 12th)
- Records Request
- Parent Interview
- Received Current School Year First Semester Transcripts
- Received Previous Year's Transcripts
- Humanities Teacher Evaluation
- Science or Math Teacher Evaluation

### Messages

- This submission has been accepted.
- [Preliminary Application](#)

This box will show you the steps that the school has marked complete  
**Please allow time after submitting forms for schools to process them and mark your steps complete**

As your forms are accepted by the school, you will receive a message in this area

Show me what's left

### School acknowledgement of required steps

- = Not complete
- = Awaiting receipt
- = Complete

#### Preliminary application

- Open House
- Preliminary Application

#### Additional steps

- Complete Parent/Guardian Statement
- Complete Student Essay Form
- Applicant Shadow Day (5th - 12th)
- Records Request
- Parent Interview
- Received Current School Year First Semester Transcripts
- Received Previous Year's Transcripts
- Humanities Teacher Evaluation
- Science or Math Teacher Evaluation

### Preliminary Application

This section is done.

### Additional Steps

-  You need to fill out questions on the [Parent/Guardian Statement](#) form.
-  You need to fill out questions on the [Student statement for middle and upper school](#) form.
-  You need to [register for an event for the Parent Interview](#) step.
-  You need to send the [Humanities evaluation form](#) form to one more person.

Close

Clicking "Show me what's left" will open a window like the one above, listing what you have completed and what is left. You can click on the links right from that window to begin working on these items.

← Go back to applications

**Elliott Academy**  
 Lola Hudson - Grade 9  
 Admission for 2016-2017

Edit settings | Withdraw | School info

✔ Preliminary application has been submitted

Welcome to Elliott Academy!

Open House

Preliminary Application

**Additional steps**  
 Expires by Feb 15th 2016 4:00 pm

Parent/Guardian Statement  
 Please complete your Parent/Guardian Statement by clicking the link below.

Parent/Guardian Statement

**You are done!**  
 Elliott Academy considers your application complete. Decisions for your student can be found on the [decisions page](#).

School acknowledgement of required steps

- Not complete
- Awaiting receipt
- Complete

Preliminary application  
 ✔ Preliminary Application

**Additional steps**

- ✔ Parent/Guardian Statement
- ✔ Teacher Evaluation
- ✔ Attend Visit Day
- ✔ Complete Student Interview
- ✔ 2014 report card received
- ✔ 2015 report card received

As you submit forms, you will see messages in the left section confirming that they were submitted successfully

When all of your required steps are complete, you will see this message

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If you have questions at any point, please email [help@ravennasolutions.com](mailto:help@ravennasolutions.com)