

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 <u>admissions@vmahs.org</u>.

Completing the Enline Application

STEP 1:

Create a SchoolAdmin Account at <u>https://vmahs.schooladminonline.com/users/sign_in</u>. 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 on the right-hand side.

Villa Maria Academy High School That you for your interest in Yea Mana Academy High School Home of the Humicanest For assistance using this admissions portal to c strateding, passes with our application grade or conflict, ou a damacementmistic org or 620–644-2552.	complete your application, upload documents, and track your progress via the student
2021-2022 school the Applications House Mark Mark Mark Interched as capacity for the Class of 2025 for the 2025-2022 school year, we welcome interveted students to com- Safet opporting are available for familier attacher's for the 2027-2022 school year and will be reversed on a ruling basis. Please contact a 2022-2025 school Year Applications The mentioning from the familier familier for an attacher's for the 2027 school year and will be reversed on a ruling basis. Please contact a 2023-2025 school Year Applications	mplete the admissions process and be considered for waitist placement. Ladmissions@vmails.org.velh.ary.quastions.
	Create an Account
Email Address	Is this your first time visiting? Create an account to get started
Pessword Forget your pesswired Sogn N C Area are signed in	Create an Account

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

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Create an Accou	int			+€ Sign In
Name				Have you used the Villa Marie Academy High School Parent Portal before? Sign in to excess your account.
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Email				
Password				
Password				
confirmation	Courts Downson			
	Create Account			

STEP 2:

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

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My Students		🔁 Help Center 🛛 Account 🕞 Sign Out
Welcome, Jessica		O Contact Villa Maria Academy High School
too haven a dade any students yet. To add a modifier our can begin constant a dader with a atomaty on withmation or were obtained. For prospective students with a have not yet applied	In the administration costs, or enter your authentication costs to For newly admitted or returning students who are enrolling	Director of Enrollment Management Janneler Geneman Soon (3)-0-44-2333. etc. 1980) jaustifermiller Assistant Director of Enrollment Management (Ref) Societiva 33, etc. 111 Stocietiva of The Management Assistant Director of Forelinent Management Janistant Stociet Of Institute Management Janistant Stociet (25). etc. 18(5) (2):0-644-252. etc. 18(5) (2):0-644-252. etc. 18(5)
1009-2021 SchoolAdmin, LLC All Rights Reserved		Powered by Saturatidania - Pimara Enter

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.

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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. *Please note: If you have received a discount code from the Admissions Office, you will enter it on the signature page of the application.*

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Fees	Application fee		560.00	
	Abbacation ine		300.00	
Total			\$60.00	
Payment Info				
	Name	Full Neuron of Account Holder		
	Card.	Card number	MM/YY CVC	
	Save my inform By saving your All information	ation for fufure payments. Information, you agree to Villa Maria Academy High School's terms & condition. Is accurely transmitted and stored va 256-bit encryption		
	1.0	Pay by Crudit Card		
	Lauthouize Villa Mar	a Academy High School to charge my account on or after 7/15/2021 as a constinue name	et of \$60.00	

STEP 5:

Once your application has been submitted, you will see the "Thank you" screen. You will also receive a confirmation email confirming that your application has been submitted.

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My Students	🔁 Help Center 🛛 Account 🕞 Sign Out
KBack to Parent Portal	
Thank you: Your application has been successfully submitted.	
Thank you	
Thank you for applying to Villa Meria Academy High School. We have received your application!	
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From this "Thank You" screen, click on the black "Back to Parent Portal" text. On the Parent Portal main screen, you can click the blue "Continue Admissions Process" button or the "View Checklist" button (under the green progress bar) to complete other admissions materials for your student (i.e. request a letter of recommendation; request transcripts; etc.)

If you need to complete an application for another prospective student, click the green "Add a new student" text from this Parent Portal main screen.

My Students	🕑 Help Center 🗘 Account 🕞 Sign O
Nelcome, Jessica	
2 Students	O Contact Villa Maria Academy High School
Sarah Smith	Director of Enrollment Management
Applying for 9th Grade in 2022-2023	Jenn fer Gentleman Rose 610–644–2551, ext. 1020
Continue Admissions Process	jrose@vmahs.org
	Assistant Director of Enrollment Management
	Kelly Broadway 610, 644, 2551, ext. 1131
Ph Add a new student - Prospective students who have not yet applied	kbroad/way@vmahs.org
Apply for a new year Prospective students who applied previously but would like to apply for a new year	Assistant Director of Enrollment Management
	Jessica Siso 610-644-2551 ext 1051
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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.

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My Students	🔁 Help Center 🛛 Account 🛛 🕼 Sign Out
< Back	
Sarah Smith Applying for 9th Grade in 2022-2023.	
Donted Communication direct	
☞ Checklist	Contact Villa Maria Academy High School
Please complete and submit the items below to with the process. Here will be checked off as we receive and process them Application: Fee	Director of Enrollment Management Jennifer Gentleman Rose 610-644-2551. ext. 1020 ijose@ivmsh.org
Request for Release of Information of Send Request	Assisted Director of Forellment Manhaement
Please complete and send the Request for Release of Information Form to your current school so that they have permission to upload (I) a copy of aurent grades. (2) and enviro transcript inducting any standardized test score, (3) estendance record, and (4) refers: (2) or realisation reports. If upblicable. II there are any questions about the information requested, please contact the Admissions Office.	Katy Broadway 610-644-2555, est 1131 Karodway@winahs.cog
Recommendation Serd Research	Jessica Step 610-64-2551, ext. 1051
Please send the Applicant Recommendation Form to your 7th or Bith grade math or English teacher for completion. If there are any questions about the information requested, please contact the Admissions Office.	jesoðvmahs org
8th Grade Report Card Request	
Please ask your current school to upload a copy of your 8th grade 1st guarter/trimester report card as soon as it is available 10	

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.

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Sarah Smith			
9th			
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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.

Request a recommend	dation for.	
Student Name	Sarah Smìth	
Apply Grade	9th	
Send the request to:		
Name *	First Last	
Email *		
By clicking send, l indi	cate that I understand a confidential recom	mendation form will be sent
to the email address a	bove, and will be part of the admission app	lication and that I will not

8th 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 "8th 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.

Request supporting de	ocuments, transcrij	ots, or other info	rmation for:		
Student Name	Sarah Smith				
Apply Grade	9th				
Send the request to:					
Name *	FirsL	Uast			
Email *					
By clicking send, I indi address above, and th	icate that I underst e documents, trans	and a confidentia scripts, or other i	al form will be nformation w	sent to the email thin it will be par	t of

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 17 or 23 are eligible for an academic scholarship. To register for the exam, visit <u>https://www.vmahs.org/calendar/entrance-scholarship-exam/2021-10-17/</u>. Once a prospective student has sat for 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, 8th Grade Visit Villa Day, VMA Virtual 8th Grade Preview). *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).



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

A: Please email <u>admissions@vmahs.org</u> 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: How will I know when I can schedule my daughter's Visit Villa Day, or register for any other campus event?

A: When registration opens for these events, an email will be sent to all families who have applied.

Q: How do I know if I have a discount code for the application fee?

A: Only in very select cases will a discount code be provided. If one is being provided, the Admissions Office will send an email directly to you with a unique and confidential code.

If you have any other questions, please feel to reach out to the VMAHS Admissions Team at <u>admissions@vmahs.org</u> or by calling 610-644-2551.