



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.

Completing the Online Application

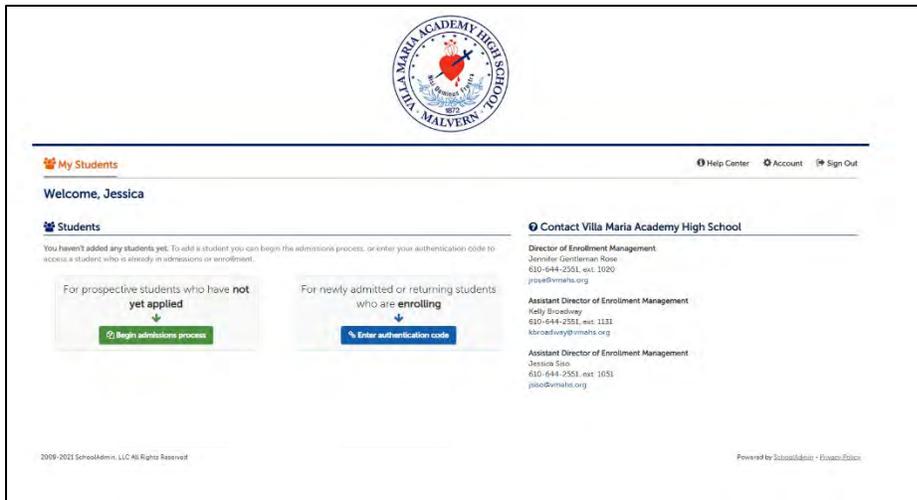
STEP 1:

Create a SchoolAdmin Account at 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 on the right-hand side.

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

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' dashboard for Sarah Smith, who is applying for 9th grade in 2022-2023. The 'Checklist' section is active, showing three items: 'Application Fee', 'Request for Release of Information', and '8th Grade Report Card Request'. Each item has a 'Send Request' button. To the right, contact information for the school's enrollment management staff is provided, including Jennifer Gentleman Rose, Kelly Brauchway, and Jessica Siro.

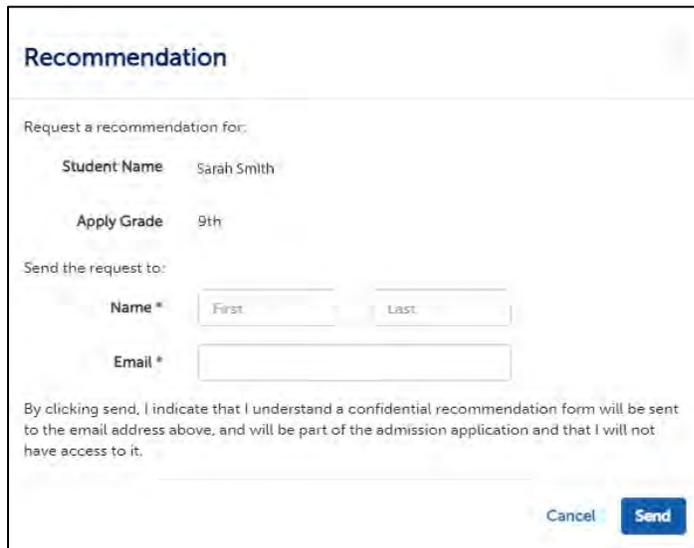
REQUEST FOR RELEASE OF INFORMATION:

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 pop-up form is 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 *' (split into 'First' and 'Last') and 'Email *'. 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.' There are 'Cancel' and 'Send' buttons at the bottom right.

RECOMMENDATION:

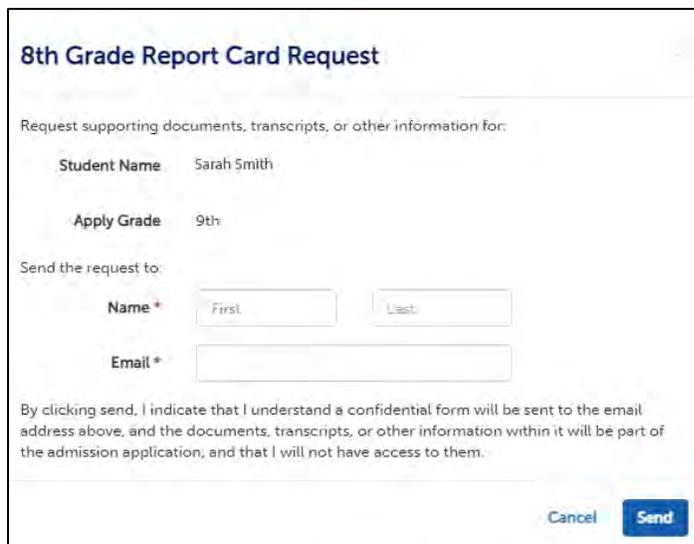
Send our Applicant Recommendation Form to your 7th or 8th grade math or English teacher by clicking the blue "Send Request" button next to the "Recommendation" item on the checklist. A box will pop up where you can enter the name and email address of the teacher. An automated email will then be sent 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 form titled "Recommendation". It includes fields for "Student Name" (Sarah Smith) and "Apply Grade" (9th). Below these are fields for "Send the request to:" with sub-fields for "Name *" (split into "First" and "Last") and "Email *". A disclaimer 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.

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.



The screenshot shows a form titled "8th Grade Report Card Request". It includes fields for "Student Name" (Sarah Smith) and "Apply Grade" (9th). Below these are fields for "Send the request to:" with sub-fields for "Name *" (split into "First" and "Last") and "Email *". A disclaimer 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 17 or 23 are eligible for an academic scholarship. To register for the exam, visit <https://www.vmahs.org/calendar/entrance-scholarship-exam/2021-10-17/>. 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 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: 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 admissions@vmahs.org or by calling 610-644-2551.