



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."

Villa Maria Academy High School

I thank you for your interest in Villa Maria Academy High School. Here are the instructions for students using the admissions portal to complete your application and documents, and track your progress via the student dashboard. Please email me or call me if you have any questions.
admissions@vmahs.org or 610-644-2225.

2022-2023 School Year Applications
Direct openings are available for transfer students for the 2022-2023 school year and will be reviewed on a rolling basis. Please contact admissions@vmahs.org with any questions.

2023-2024 School Year Applications
The application form for the Villa Maria High School Academic Year of 2023-2024 is open for all applicants. Please email us our application deadline: admissions@vmahs.org 2023.

Email:

Password: Show #

Remember me Forgot your password?

or

SchoolAdmin

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

Villa Maria Academy High School

Create an Account

First name: Last name:

Email:

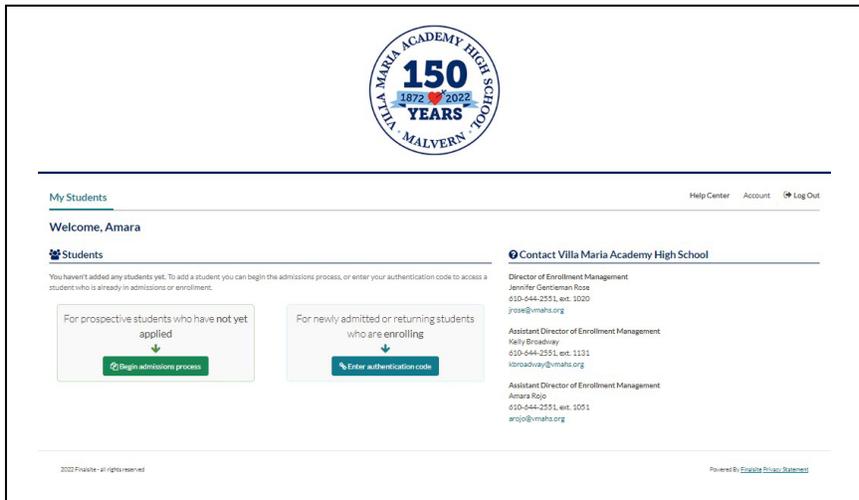
Password: Show #

Repeat Password: Show #

or

STEP 2:

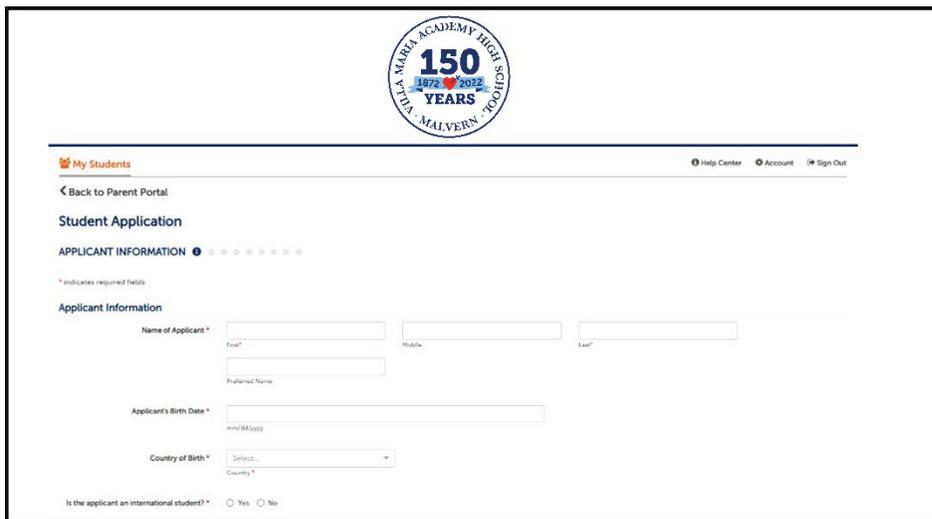
For prospective students who have not yet applied to VMAHS, click the green “Begin admissions process” button.



The screenshot shows the VMAHS parent portal home page. At the top center is the school's 150th anniversary logo (1872-2022). Below the logo is a navigation bar with "My Students" on the left and "Help Center", "Account", and "Log Out" on the right. The main content area is titled "Welcome, Amara" and includes a "Students" section with a message: "You haven't added any students yet. To add a student you can begin the admissions process, or enter your authentication code to access a student who is already in admissions or enrollment." There are two buttons: a green "Begin admissions process" button and a blue "Enter authentication code" button. To the right is a "Contact Villa Maria Academy High School" section with contact information for three staff members: Jennifer Gentleman Rose, Kelly Broadway, and Amara Rojo. The footer contains "©2022 Private - all rights reserved" and "Powered By: Engage Digital Systems".

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.



The screenshot shows the "Student Application" form in the VMAHS parent portal. At the top is the school's 150th anniversary logo. Below the logo is a navigation bar with "My Students" on the left and "Help Center", "Account", and "Sign Out" on the right. The main content area is titled "Student Application" and includes a "Back to Parent Portal" link. The form is titled "APPLICANT INFORMATION" and includes a progress indicator. A note states: "* indicates required fields". The form fields are: "Name of Applicant" (First, Middle, Last), "Preferred Name", "Applicant's Birth Date" (mm/dd/yyyy), "Country of Birth" (a dropdown menu), and "Is the applicant an international student?" (Yes/No radio buttons).

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 admissions checklist for Sarah Smith, applying for 9th Grade in 2023-2024. At the top is the school's 150th anniversary logo (1872-2022). The checklist includes: Application Form (checked), Application Fee (checked), Request for Release of Information (Transcripts, etc.) (with a blue 'Send Request' button), Recommendation (with a blue 'Send Request' button), and 8th Grade Report Card Request (with a blue 'Send Request' button). On the right, contact information for the Director of Enrollment Management (Jennifer Gerdesen Rose) and two Assistant Directors (Kelly Broadsky and Amara Rahn) is provided.

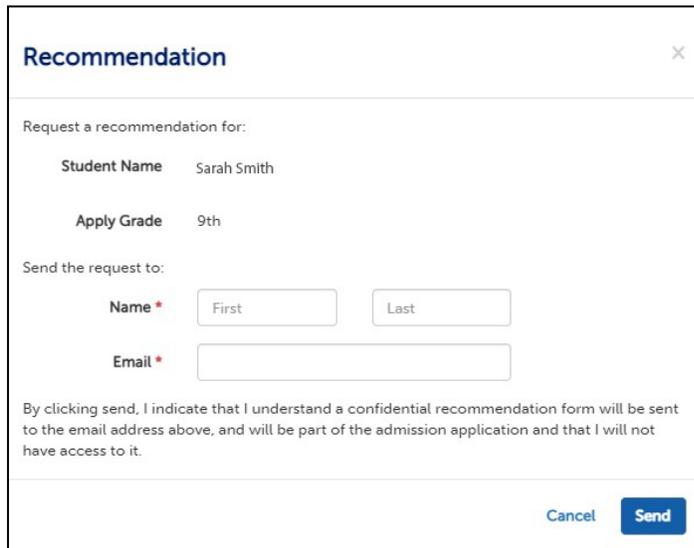
REQUEST FOR RELEASE OF INFORMATION:

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" and 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. 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." Buttons for "Cancel" and "Send" are 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.



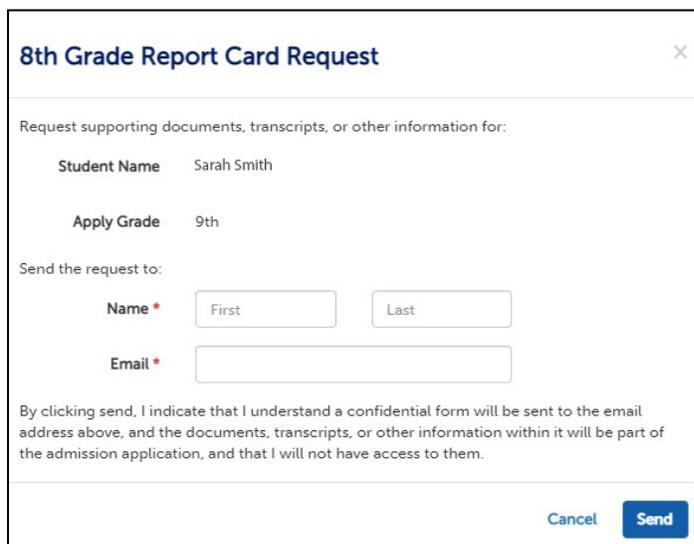
The screenshot shows a pop-up window titled "Recommendation" with a close button (X) in the top right corner. The form is titled "Request a recommendation for:" and contains the following fields:

- Student Name:** Sarah Smith
- Apply Grade:** 9th
- Send the request to:**
 - Name *:** Two input fields labeled "First" and "Last".
 - Email *:** A single input field.

Below the input fields, there is a disclaimer: "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, there are two buttons: "Cancel" and "Send".

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 pop-up window titled "8th Grade Report Card Request" with a close button (X) in the top right corner. The form is titled "Request supporting documents, transcripts, or other information for:" and contains the following fields:

- Student Name:** Sarah Smith
- Apply Grade:** 9th
- Send the request to:**
 - Name *:** Two input fields labeled "First" and "Last".
 - Email *:** A single input field.

Below the input fields, 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." At the bottom right, there are two buttons: "Cancel" and "Send".

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, 8th 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 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 7th grade teachers better than her 8th grade teachers?

A: It is perfectly fine to request recommendations from 7th OR 8th 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 or by calling 610-644-2551.