

Hello Future Welsh Academy Families,

As you know, the Saint Ignatius and The Welsh Academy Admissions Team has been working diligently over the summer to bring you a new Admissions Portal for the 2025-2026 school year. Our new Admissions Portal will go live today, Thursday, September 12. With this new Admissions Portal, you will be able to schedule your tour of The Welsh Academy, schedule a phone call with the Admissions Team or simply inquire to learn more about us.

We are excited to announce that we will be using an online admissions portal called Finalsight Enrollment that specializes in online forms and checklists. Our goal is to help families easily navigate the admissions and enrollment process from start to finish. Finalsight Enrollment has a great [help site](#) if you need additional assistance beyond our office.

We know moving to a new Admissions Portal can be exciting, scary and frustrating especially when you are trying to navigate a middle school for your son. Please know, we are here to help you throughout the entire process.

You can access the Admissions Portal by filling out the Inquiry Form on our website at:
<https://www.ignatius.edu/welsh-academy>

Below are links to step-by-step guides with pictures to walk you through how to fill out the new Inquiry Form, Student Profile Form, and how to create your Admissions Parent Portal Account.

INQUIRY FORM STEPS

Step 1. – Getting Started

You will need to fill out an inquiry form located on our website. **You'll need to select 2026-2027 as the inquiring year and 6th or 7th grade as your interested grade.** You should see at the bottom, "Please continue to the following page to inquire about The Welsh Academy Middle School". Click next.

Inquiry

Select Page

Year and Grade Interest ▼

YEAR AND GRADE INTEREST 1 ●

* indicates required fields

Year Inquiring For *

2026-2027

2027-2028

2028-2029

2029-2030

2030-2031

2031-2032

Inquiry

Select Page

Year and Grade Interest ▼

YEAR AND GRADE INTEREST 1 ●

* indicates required fields

Year Inquiring For *

Interested in Grade *

6th

7th

Step 2. – Welcome

On the welcome page, you should see The Welsh Academy and a welcome message (see below).

* indicates required fields



In Honor of Rev. Robert J. Welsh, S.J. '54

Welcome and thank you for your interest in The Welsh Academy at Saint Ignatius High School, a Catholic all-boys middle school, located in beautiful Ohio City, Ohio.

Through this inquiry form, all Welsh Academy families will gain access to our new admissions portal and will have the ability to:

- Check your son's progress from inquiry to application and decision
- Register for admissions events, including Open House
- Schedule a school tour
- Complete our Application Form
- Communicate with the Admissions Team

How can we help you today?

I would like to: ☐ Inquire

☐ Sign up for The Welsh Academy Tour

From here, you'll scroll to the section "How can we help you today?" From the choices listed, you will be able to schedule your tour of The Welsh Academy, or simply inquire to learn more about us.

Step 3. – About the Student

This section is all about your son. You will need to fill out a separate inquiry form for each student interested in The Welsh Academy. As a reminder, The Welsh Academy is grades 6th, 7th and 8th.

If you don't see your current school list, please select "My School is Not Listed" and then enter your school.

Current School *

My School is Not Listed



Please specify school name *

Step 4. – About the Parent/Guardian

This section is all about the Parent/Guardian. Don't worry, you will be able to add an additional Parent/Guardian in the application. This Parent/Guardian should be the main contact for the entire admissions process.

In the Preferred Phone section, you will have the option to receive SMS text messages reminders for upcoming events that you have scheduled with The Welsh Academy. At this time, you will not be able to text us back.

Preferred Phone *

Cell ▼ 216-939-2107

Type Number *

SMS Opt In *

By selecting yes, you are agreeing to receive SMS text messages from Saint Ignatius High School. Notification frequency varies. Message & data rates may apply. To opt-out of all SMS notifications from this organization, select no or text STOP to 1-833-756-1063.

☐ Yes ☐ No

Step 5 – How did you hear about The Welsh Academy, Review and Submit

In this section, you'll need to select how you heard about The Welsh Academy. There are many options to choose from. If you don't see your option, please use "Other"

Thanks for reaching out! Out of curiosity...

How did you hear about The Welsh Academy? *

- Friend
- Alumni
- Website
- School Visit
- Social Media
- Print Advertisement
- Web Advertisement
- Mailing
- Current School
- Referral
- Other

Then select, Next to continue to Review your information. **YOUR INFORMATION HAS NOT YET BEEN SUBMITTED TO WELSH ACADEMY. YOU WILL NEED TO CLICK SUBMIT AT THE BOTTOM OF THIS PAGE.**

REVIEW ● ● ●

Your form is not complete yet! Please review the information below, make any changes you need, and submit the form.

Once you have reviewed your information and everything is correct, you may either Submit this form, or Submit and Start Another. If you have more than one son interested in The Welsh Academy, please use the Submit and Start Another.

[< Previous](#)[Submit & Start Another](#)[Submit](#)

Step 7. – Thank you!

Once you select submit, you will be taken to the Thank You page with our contact information on it. If you have any questions, please do not hesitate to contact us!

Thank you

Thank you for your interest in The Welsh Academy.

Have questions? Contact us below!

For The Welsh Academy Middle School (entering grades 6-8)

- Margarita (Maggie) Pena -- Executive Administrative Assistant/Family Liaison
 - 216.281.2308; mpena@ignatius.edu

Step 8. – Check your email

Once you hit submit, you should receive two emails from Saint Ignatius High School. Please check your spam and junk folders. These emails could go to those folders.

1. Subject: Thank you for your interest!
2. Subject: Create your Admissions Parent Portal Account - The Welsh Academy

CREATING YOUR ADMISSIONS PARENT PORTAL ACCOUNT STEPS

Be sure to create an **Admissions Parent Portal** account to be able to schedule your visit to campus, upload grades, test scores and letters of recommendation. Also, you'll be able to submit your Welsh Academy application.

To get started on creating your Admissions Parent Portal account, you can either click the link in your email with the subject: *Create your Admissions Parent Portal Account - The Welsh Academy* or click this link: https://ignatius.fsenrollment.com/users/sign_in

Step 1. – Read Welcome Message on Parent Portal login page

Welcome to Saint Ignatius High School & The Welsh Academy

Welcome! We are so excited that you have taken the first steps to become part of the brotherhood at Saint Ignatius High School and The Welsh Academy Middle School.

Here you will **create an account** so you can access your son's Admissions Checklist, upload grades, test scores and letters of recommendations, and even schedule your visit to campus!

Once your account has been created, you will need to fill out the **Student Profile Form (one per student)**. Once you submit the student profile form, you can log back into the Parent Portal Account to access your son's account.

If you forgot your password, click on the '[forgot your password?](#)' link below.

First Time Here? Please scroll to the bottom and click on "create account". Please enter the same email address you used for your inquiry form. This is the email we will use to communicate with you during the entire admissions process. Also, **make sure you check the spelling of your email address before saving.**

If you have any questions, please contact us!

Step 2. – Create an account

Scroll all the way down to the bottom to "Create an Account"

password

Show 

☐ Remember me

[Forgot your password?](#)

[Resend verification email?](#)

Sign In

 Sign in with Google

 Sign in with Microsoft

or

Create an Account



Step 3 – Create username and password

Your username will be your email address and you can create your own password. Please save it in a safe place. Click Create Account to submit your account.

Create an Account

First name

Last name

Email

Password

Show 

Retype Password

Show 

Create Account

Step 4. – Confirm your account

Once you create a Parent Portal Account, please check your email to confirm your account.

You should receive an email from info+ignatius@fsenrollment.com; subject: Confirmation instructions.

Step 5. – Log in with your email address and password

Once you log in to your account, you should see a section labeled “Students” and a message that says “You haven’t added any students yet...”

Click on the green “Begin Admissions Process” to fill out your student profile form.

Welcome, Nicole

Students

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.

For prospective students who have **not yet**
applied



 Begin admissions process

For newly admitted or returning students
who are **enrolling**



 Enter authentication code

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Step 6. – Fill out the Student Profile Form.

The form will say “Student Application” in the top left corner. You can disregard that title. *This is NOT The Welsh Academy application.*

Each "Student Profile Form" is unique to your son. If you have twins, or triplets you will need to fill out a separate form for each student. Yes, this form might look similar to the inquiry form but it asks for more information about your son and family.

You do have the option throughout the Student Profile Form (Application) to Save & Finish Later. If you choose this option, please remember, you will need to log back in to finish the form.

Save & Finish Later

< Previous

Next >

At the bottom of page 2, you will see Second Parent or Guardian in Primary Household. Here is where you can add a second parent or guardian.

Second Parent or Guardian in Primary Household

Is there a second parent or legal guardian in this household? ☒ Yes ☐ No

Step 7. – Review and Submit

On the last page, before you submit your Student Profile Form, you will be asked “Who is completing this form?” You can select your son or yourself. It doesn’t matter to us.

REVIEW ● ● ● ● ●



Please review the information below, make any changes you need, and submit the form.

Who is completing this form? *

Please review the entire form to make sure everything is spelled correctly and the information is correct. Then once you review it, click submit.

Step 8. – Return back to the Parent Portal

After you submit your Student Profile form, you will see a thank you message. To return back to the Parent Portal, you can either click on “Back to Parent Portal” or “My Students”

Thank you

Thank you for submitting the **Student Profile Form** to The Welsh Academy.

Your Parent Portal Account should now reflect your son's profile and admissions checklist. If not, please select "My Students" to see your son's account.

If you have any questions, please contact us!

For Saint Ignatius High School (entering grades 9-12)

- Nicole (Nikki) Galmarini -- Admissions Coordinator
 - 216.651.0222 ext. 4215 or ngalmarini@ignatius.edu
- Michael Palange '06 -- Assistant Director of Admissions
 - 216.651.0222 ext. 4395 or mpalange@ignatius.edu

For The Welsh Academy Middle School (entering grades 6-8)

- Margarita (Maggie) Pena -- Executive Administrative Assistant/Family Liaison
 - 216.281.2308; mpena@ignatius.edu

Step 9. – Add another student to your Parent Portal

If you need to add another student to your Parent Portal, under your current son's account, click "Add a new student" in the gray section.

 Continue Admissions Process

 Add a new student - Prospective students who have **not yet applied**

Step 10. Gain access to your son's Admissions Checklist

From the home screen, you should see your student listed once you have filled out the Student Profile Form. If you don't see your student, please contact us!

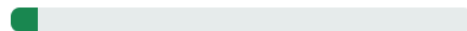
Under your son's name, there is a blue button "Continue Admissions Process". Click to continue to his checklist.

Welcome, Nicole

 Students

Connor Tests

Applying for 6th Grade in 2025-2026



 Continue Admissions Process

16 items left | [View Checklist](#)

 Add a new student - Prospective students who have **not yet applied**

 Apply for a new year - Prospective students who applied previously **but would like to apply for a new year**

 Enter authentication code - Current students who are **enrolling**