VILLA MARIA ACADEMY HIGH SCHOOL

2026 Freshman Application Guide

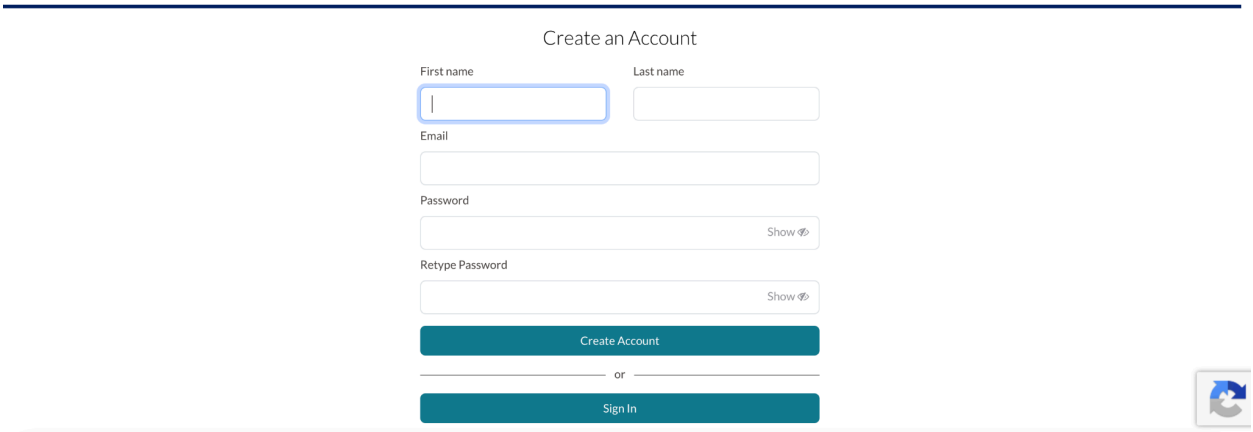
Villa Maria Academy High School (VMAHS) uses an Admissions Portal hosted by Finalsite Enrollment. Please note that the following step-by-step process is for demonstration purposes only. Questions? Please contact the Admissions Team at admissions@vmahs.org

Completing the Online Application

STEP 1:

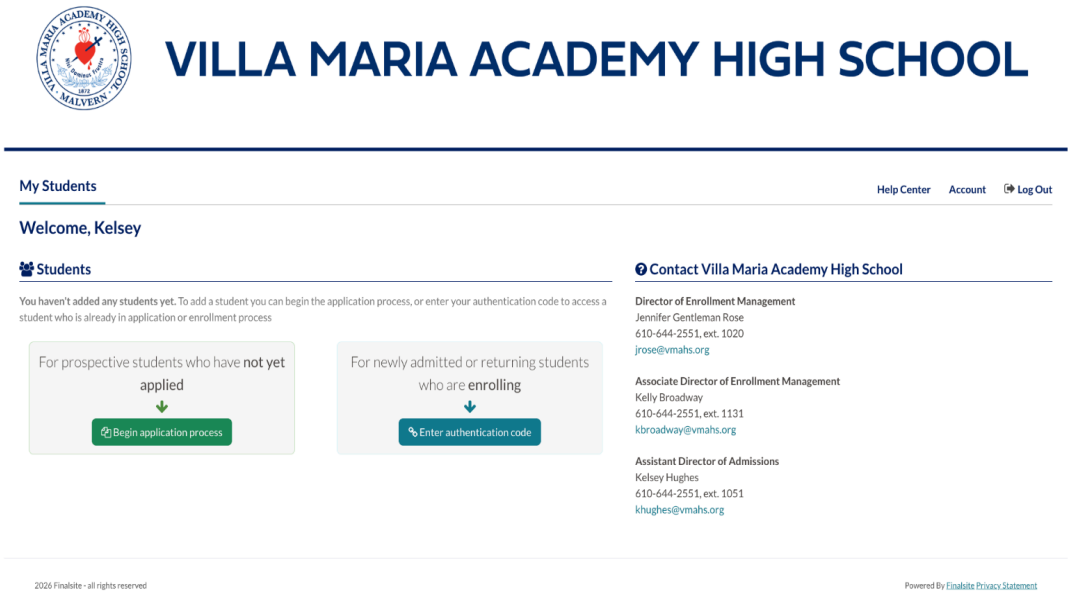
Create a Finalsite Enrollment Account at https://vmahs.schooladminonline.com/users/sign_in. If you already have a VMAHS Finalsite Enrollment account, please enter your login credentials and click the blue "Sign In" button. If you need to create a new VMAHS Finalsite Enrollment account, click the blue "Create An Account" button.

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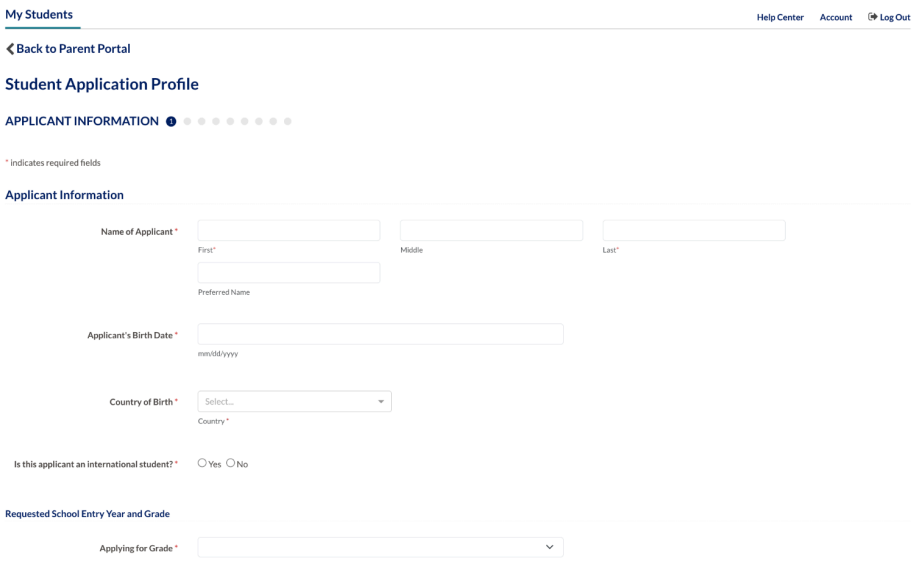
Step 2:

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



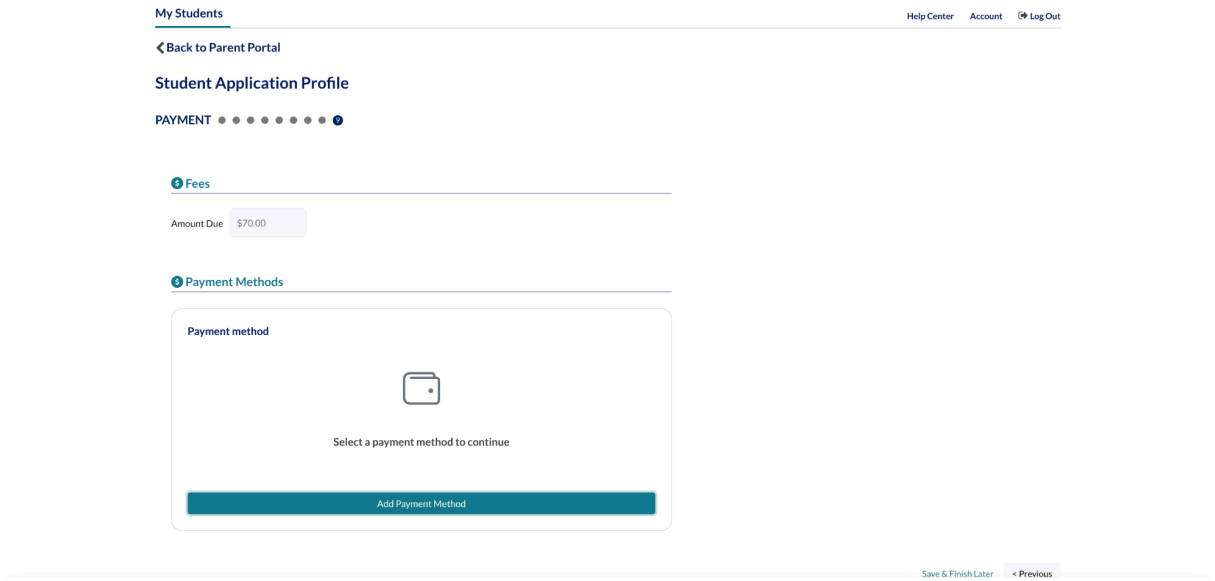
Step 3:

Complete all pages of the online application, which includes information for the applicant, academics, household, sibling, alumnae and IHM connection, student interests, and signature.



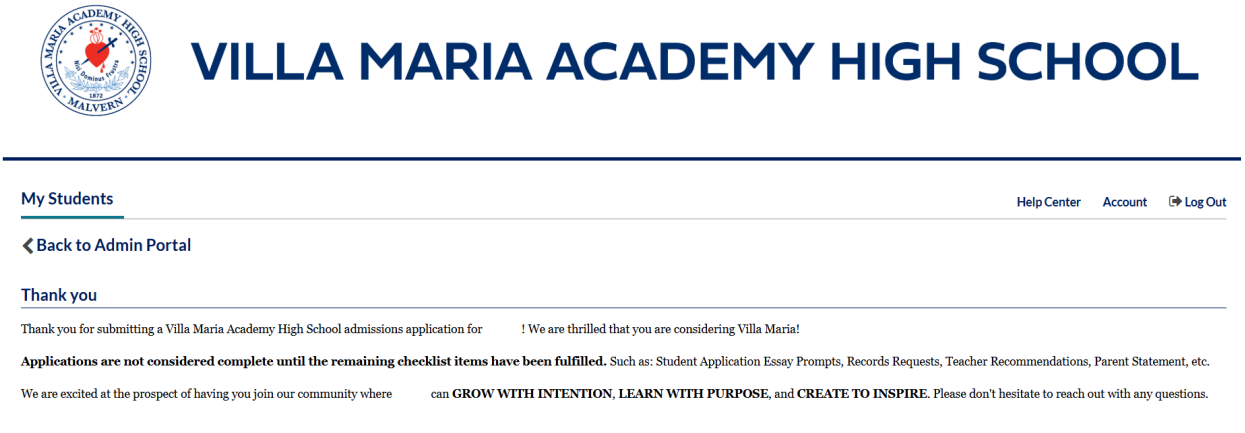
Step 4:

Upon completion of all application sections, you will be directed to a payment screen to pay the $70 application fee. We accept the following credit cards for this payment: American Express, Discover, Mastercard, and Visa.



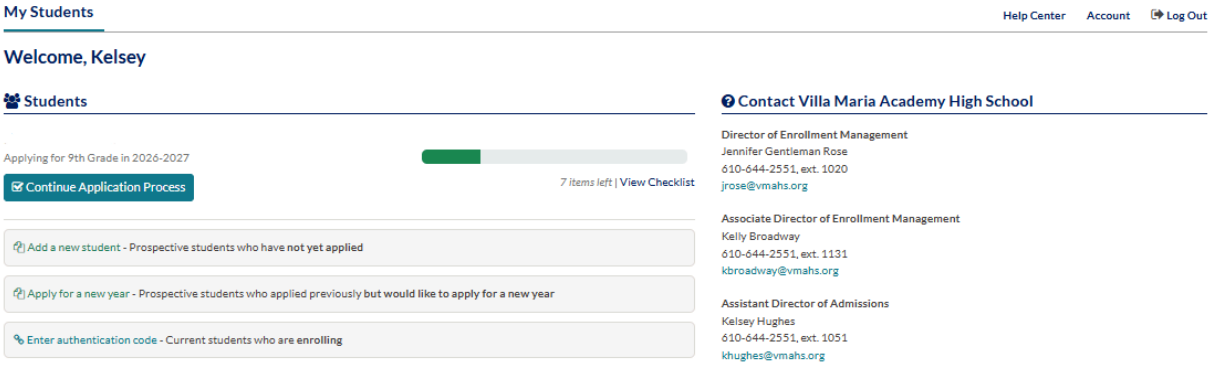
Step 5:

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



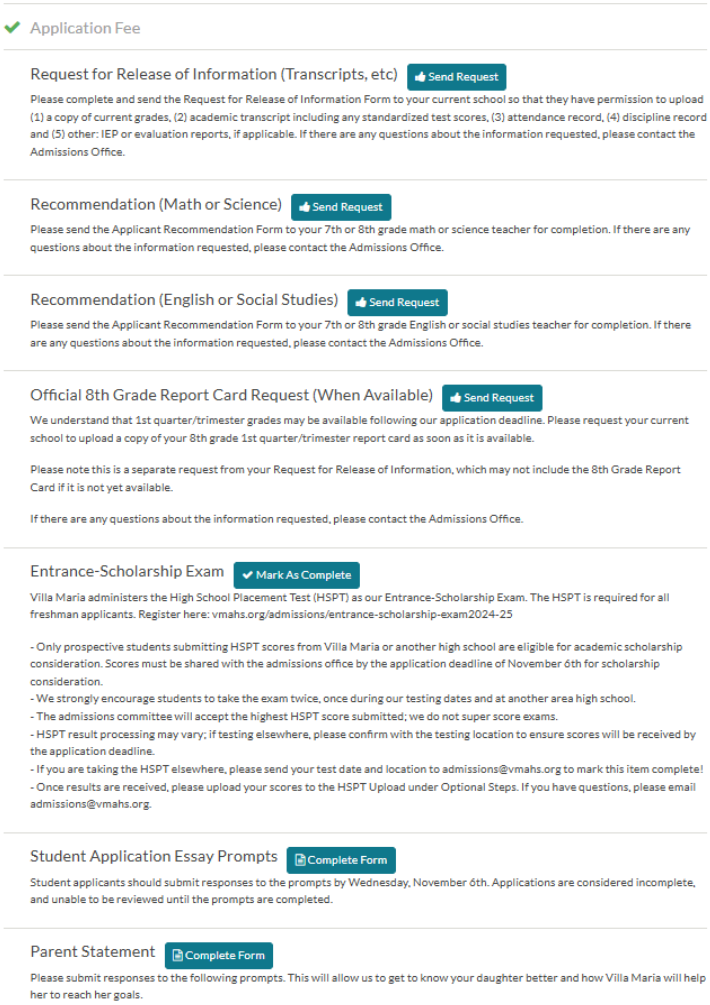
From this "Thank You" screen, click on the black "Back to Parent Portal" text. On the Parent Portal main screen, you can click the blue "Continue Admissions Process" button or the "View Checklist" button (under the green progress bar) to complete other admissions materials for your student (i.e. submit student application essay; 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.



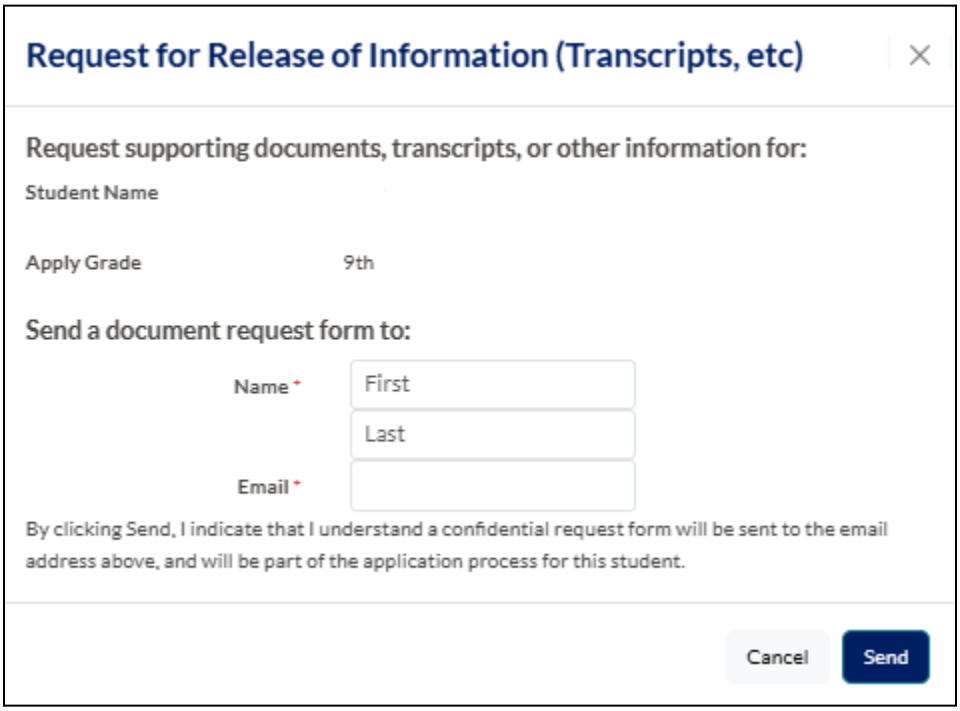
Completing the Admissions Checklist

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 your daughter's application.** As you complete these items, a green check mark will be placed next to each checklist item.



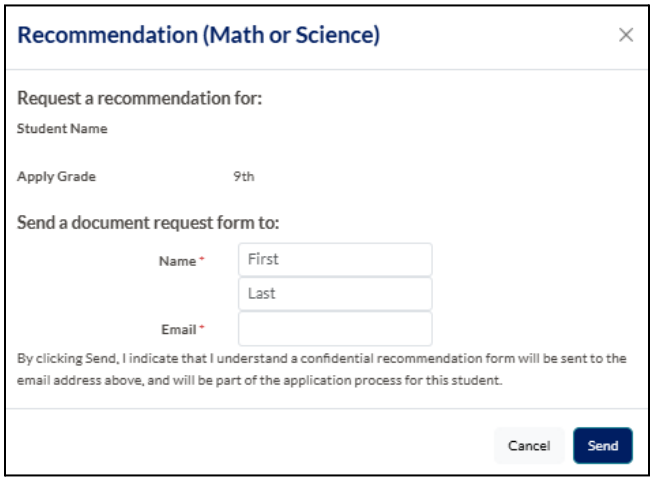
Request for Release of Information:

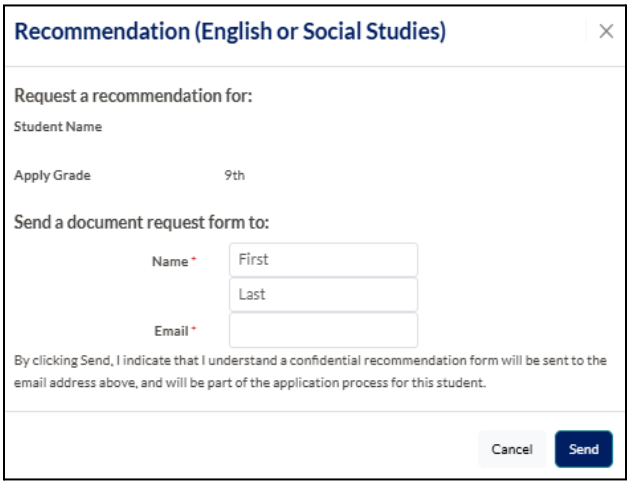
Send our Request for Release of Information Form to your current school by clicking the blue “Send Request” button next to the “Request for Release of Information” item on the checklist. A box will appear where you are able to enter the name and email address of your school’s office administrator. An 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.



Recommendations:

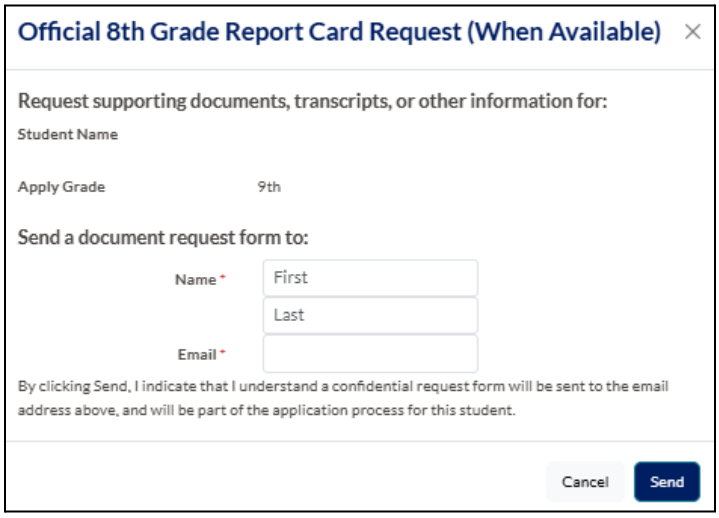
Send our Applicant Recommendation Form to your 7th or 8th grade math/science AND your English/Social Studies teacher by clicking the blue "Send Request" button next to the respective "Recommendation" items on the checklist. A box will pop up where you can enter the name and email address of each teacher. An automated email will then be sent requesting the confidential recommendation. Once these completed recommendations have been received, a green check mark will be placed next to each checklist item.





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.



STUDENT APPLICATION ESSAY PROMPTS:

Your daughter should submit responses to the Student Application Essay Prompts by the application deadline, November 6th. Please note, until it is complete, your daughter's application will be considered incomplete and cannot be reviewed for admission. Suggested response word counts are 100-200 words per prompt.

ENTRANCE-SCHOLARSHIP EXAM:

Villa Maria administers the High School Placement Test (HSPT) as our Entrance-Scholarship Exam.
We strongly encourage students to plan to take the exam twice, once at Villa Maria and at another high school. Prospective students submitting HSPT scores from **another high school** are also eligible for an academic scholarship. Villa Maria is hosting the HSPT on September 28 and October 20. To register for the exam, visit https://www.vmahs.org/admissions/prospective-student-events. HSPT scores may be uploaded under the checklist item, HSPT Upload. Once a prospective student has shared their exam results, a green check mark will be placed next to this checklist item.

PARENT STATEMENT:

To provide more information about your student, please complete the parent statement. This helps us to understand each applicant better! Submit answers to all applicable questions.

IF APPLICABLE:

• Submit a recent copy of a Psycho-educational Evaluation, IEP, 504, or Qualified School Educational Plan.
• Apply for financial aid.

OPTIONAL ITEMS:

Other optional admissions checklist items include:
• Experiencing our campus via an event (Open House, 8th Grade Visit Villa Day, Good Morning at Villa).
• 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.

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/science AND English/social studies teachers.

Q: Can my daughter submit HSPT results taken at her parochial school?
A: HSPT results taken at a parochial/grade school may be submitted for admission only. HSPT results from Villa Maria OR another high school, will be accepted for scholarship consideration. For more information visit: vmahs.org/admissions/apply/entrance-scholarship-exam2024-25

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 report card 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.