



High School Application Process Family Guide 2018-2019

Finding the right high school for your student is an exciting process. Our Middle School faculty and Admission staff has compiled this information to help guide you through the process. We also hope that you will contact us with questions, comments and observations about the process. You can also find resources in the forms section of [VikingNet](#).

Application Timeline

October-January of 7th Grade (if possible): attend admission events for all schools you may be interested in (dates can be found at www.seattlecatholichighschools.org and www.nwais.org).

Summer before 8th Grade

- Narrow down your school choices
- Know when visit day appointments open
- Do some entrance exam prep, if appropriate
- Update your educational assessment, if needed
- If you wish, schedule a meeting with Director of Admissions and/or Middle School Director to discuss the best fit

Early September

- Schedule student visits (registration opens as early as during the summer for some schools, others require application first)
- Be aware of Seattle Public Advanced Learning programs teacher referral and test registration deadlines (see www.seattleschools.org/academics/advanced_learning)

October-November

- Attend Open Houses, if needed (dates at www.seattlecatholichighschools.org and www.nwais.org)
- Register for entrance exams, if applicable:
 - Note that not all testing sites offer accommodations if needed
 - Villa does offer the ISEE the first weekend before Thanksgiving with accommodations
- Start working on applications!

December 1 *Forms/requests due to Villa* (intention form, records requests, teacher evaluations)

Early December

- Sibling applications due for many schools - check school websites
- Preliminary applications due for many schools - check school websites

End of December Financial Aid deadline for some Catholic schools

January 1 Check open enrollment periods for non-Seattle Public School districts if interested

Mid-January

- Application deadline for Catholic Schools
- Application deadline for independent schools
- Financial Aid deadline for some Catholic schools
- Most schools have a grace period for the ISEE and school records until the end of January.

Early February Financial Aid deadline for most Independent Schools

Mid-February Decision notification for Catholic Schools
Decision notification for Independent Schools (usually later than Catholic)

End of February Confirmation of acceptance/Deposit due to Catholic High Schools

February - March Open Enrollment Period for Seattle Public Schools - choice schools

Mid-March Remaining Independent Schools Decision Notification to families

End of March Confirmation of acceptance/deposit due to Independent Schools

STEP 1: INFORMATION GATHERING

Online Research – Be sure to visit the website for each school you are interested in for complete information about what that school has to offer and their application process.

Catholic schools: <http://www.seattlecatholichighschools.com>

Independent schools: <http://www.nwais.org/>

OSPI (public) districts: <http://www.k12.wa.us/Maps/SDmainmap>

Advanced Learning programs (Seattle): <http://www.seattleschools.org/cms>

Open Houses, Regional Nights and Admission Fairs – Catholic Regional Nights and NWAIS admission fairs provide an introduction to many schools at one event. Each school also hosts at least one Open House which allows families to tour the campus, learn about the curriculum and extracurricular activities, and meet students and faculty.

School Visits – Your student should visit the schools you are most interested in during a normal school day to experience the climate of each school firsthand. Each school's visit procedure and format is different. Most Catholic schools start accepting visit requests online or by phone in August or September. Many independent schools require that you submit an application before students are allowed to visit.

When going on school visits, a consistent set of questions for all schools can allow you to develop a solid basis for comparison. School visits are also a great time for the school to get to know you, so come prepared to make a good impression. After your visit, write a thank you note to your admission contact and student host!

Important: Villa allows excused absences for 3 high school visits during the school day if the proper arrangements are made in advance. Turn in a completed "High School Visit Request" form at least a week before each visit. If additional visits are required, you and your student need to make arrangements with the Middle School Director. *Tip: Check our school calendar for non-school days when the high school is still in session.*

STEP 2: THE APPLICATION PROCESS

High School Application Process Checklist

Students & Families	Villa
<ul style="list-style-type: none"> <input type="checkbox"/> Read high school family guide <i>(check!)</i> <input type="checkbox"/> Investigate schools and attend open houses <input type="checkbox"/> Use High School Family Questionnaire (optional) to help prioritize and coordinate your family's plan <input type="checkbox"/> Schedule school visits (3 visits permitted as excused absences with visit form submitted to Main Office in advance) <input type="checkbox"/> Register for entrance tests, consider early test dates in case you get sick or want to retake it <input type="checkbox"/> Turn in Intention Form with records requests and teacher evaluation requests (either hard copy forms or online) by December 1 <input type="checkbox"/> Complete applications for schools, including essays <input type="checkbox"/> Submit application online or directly to schools <i>before</i> the due date <input type="checkbox"/> Submit financial aid forms, as necessary <input type="checkbox"/> Send in deposit upon decision <input type="checkbox"/> Register student with public schools, as necessary 	<ul style="list-style-type: none"> ■ Hosts Villa Academy High School Information Night ■ Consults with student and/or parents (as needed) ■ School personnel receives and tracks all requests for school records, teacher evaluation, and any other forms (either hard copy or online) ■ School personnel prepares student records to be sent (CTP4 test scores and grade 6-8 report cards) ■ Evaluations are completed by designated teachers ■ Middle School Director reviews all materials ■ School personnel upload or hand deliver all student records and evaluations to before (but often close to) school deadlines ■ School records are forwarded upon notification from public schools

Student Applications (mostly online):

It is your responsibility to complete the the application process either online or on hardcopy and submit everything to the high schools you have selected. Make sure you check the key dates for the application process for each school; the dates are not the same for each school. Take the time to really get to know the school mission and values. You will want to make sure that your parent statement and student essay's really hit upon what the school is looking for in a student. Admissions will happily read parent and student essays.

Entrance Testing:

All Independent and Catholic schools require student to take an entrance test. Be sure you know which test the school(s) you are applying to require as well as where and when they are administered. Some Catholic schools require students to take an entrance test at their individual school. Tip: Don't wait until the last opportunity to take the exams. The earlier you can get them out of the way, the less stressful the experience will be. ***Please indicate Villa Academy as one of the schools to which your test scores should be sent.***

<i>Test</i>	<i>Schools</i>	<i>More Information</i>
Independent School Entrance Exam (ISEE)	Most local independent schools	http://www.erblearn.org/parents/admissions-testing
Secondary School Admission Test (SSAT)	Lakeside	http://www.ssat.org
High School Placement Test (HSPT)	Bishop Blanchet Seattle Prep Kennedy	http://www.ststesting.com Limited testing opportunities; see school admission websites
TerraNova placement exam	Holy Names O'Dea	http://www.ctb.com Limited testing opportunities; see school admission websites

Special Testing Accommodations:

If your student requires accommodations you must start the test registration process at least four weeks prior to the date of the test. If your student requires accommodations per their Villa Learning Plan make sure to indicate that to all test providers. If your student has had outside assessments of any kind, make sure that all testing information is no more than three years old. It is important to make sure that any evaluations of your student's needs are included with your application information when applying to public schools.

School Records Requests and Teacher Evaluations (paper or online):

Every school requires school records and teacher evaluations to be completed by Villa. Families must submit these online requests and/or hard-copy forms to Villa by **December 1st**. Villa will then deliver all records and evaluations directly to each of the high schools on or before the deadline set by the school.

For the Catholic High Schools, Villa will complete hard-copy forms:

- [Confidential School Report / Transcript Request form](#)
- [Confidential Teacher Evaluation form](#)

For the independent schools, Villa will complete:

- Request for School Records (*printed out from Ravenna and turned in*)
- Two Teacher Evaluations (*requests sent via Ravenna, often one Math required*)

Public School Enrollment:

If you are planning to attend a public school, you need to check with the individual district. Each district has different procedures and requirements for enrollment. Advanced learning/highly capable programs may need to be applied to in the fall the year before enrollment. Seattle Public general enrollment usually opens at the beginning of February and may have you register for classes as soon as the end of May. Roosevelt High School often sends a counselor to Villa in May to meet with students and help them with the registration process.

Generally, after you enroll, counseling/registrar offices contact Villa on your behalf to request student records, including the required proof of immunization. Schools may also require Math placement information if you wish to enroll in higher level math classes, which can be requested either from the current Math teacher or the Middle School Director.

STEP 3: APPLICATION COMPLETION

Some schools will let you know if your application is not complete, while others allow you to check the status of your application online. Villa remains in contact with the Admission offices at the schools Villa students are applying to and will make sure to deliver all school records and evaluations on or before the due date.

STEP 4: DECISIONS

Admission committees look at multiple factors when considering applications. Many schools are building a class from scratch and others are adding to an existing group of students. Either way, schools ideally want to create a **balanced** class, and they will do what is in their best interest. Some things that schools may consider:

- Enthusiasm and fit with school mission
- Academic profile: grades, learning style, intellectual interests, personality, strengths, support needed, etc.
- Standardized test and entrance test scores
- School and community involvement in activities, service, etc.
- Interview and/or visit experience
- Diversity of gender, race, ethnicity, religion, residential neighborhood, current school, family, etc.
- Sibling or alumnae connections

Decisions are often sent by mail, though some schools incorporate a personal touch with acceptances. If the school is using the Ravenna system your notice may also be announced in your profile. Note that decision dates are not the same for all schools. Unfortunately, deposits may be required from some schools while you are still waiting to hear from other schools. Decision notification will include one of the following:

Acceptance – When you receive a letter of acceptance read through the letter carefully as there will be specific dates and directions to follow, including when deposits need to be made and if/when placement level testing and class registration will take place for that school.

Wait list/Wait pool – When you receive notice that your student has been placed on a waiting list or in a wait pool, read the instructions carefully. Some schools require a response from you saying that you want to be part of that list. Respond quickly if you have been placed on the waitlist and this is your first choice. Let the school know that you are highly interested and why. Your prompt response speaks volumes.

Decline – If you receive a letter stating that your student was not accepted to a particular school and you wish to continue pursuing admission to that program, please contact the Middle School Director.

Decision time can be exciting AND stressful! Please be sensitive to other families that may be disappointed to be waitlisted or declined admission at a school you are excited about. Villa is confident that all students will find a good fit for them and be excited about where they are headed next.

High School Family Questionnaire

OPTIONAL: Use this form for each family member to reflect and express priorities for choosing a school. Rate the following items according to their importance to you when considering a high school for your student or yourself from 1 (most important) to 5 (least important).

- ___ School size *If important, in what way:*
- ___ Class size
- ___ Location
- ___ Catholic/religious
- ___ Rigorous academic program
- ___ Balanced academic program
- ___ Athletic opportunities available in skill range *If important, which sport(s):*
- ___ School activities/groups *If important, which activities:*
- ___ Coeducational
- ___ Diverse student population
- ___ World Language options *If important, which language(s):*
- ___ Use of technology
- ___ Learning support program
- ___ Social/emotional support
- ___ College counseling and quality of where recent graduates go
- ___ Lunch program
- ___ Special academic programs, i.e., advanced placement, electives, study abroad opportunities, etc. *If important, which program(s):*

QUESTIONS TO DISCUSS

1. Schools I know I am interested in:
2. Schools I want us to investigate more are:
3. What I want most from my/your high school experience is:
4. I anticipate our greatest challenges during this process to be:
5. Who will be responsible for what during this process (see checklist)?
6. How will we make decisions during this process?
7. What is our next step?