



**2011 - 2012
CATHOLIC HIGH SCHOOL
ADMISSIONS INFORMATION
AND TESTING GUIDE**

Prepared for

**Catholic Elementary, Middle, and High Schools
in the Archdiocese of Washington**



ARCHDIOCESE OF WASHINGTON

Archdiocesan Pastoral Center: 5001 Eastern Avenue, Hyattsville, MD 20782-3447
Mailing Address: Post Office Box 29260, Washington, DC 20017-0260
301-853-4500 TDD 301-853-5300

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Dear Catholic School Administrators, Teachers, and Staff:

We are pleased to publish the sixth annual Catholic High School Admissions Information and Testing Guide. This guide provides Catholic school personnel with important information regarding the processes and timelines for application and admission to Catholic high schools in the Archdiocese of Washington.

The Catholic Schools Office is dedicated to assisting Catholic school personnel at all levels with making the admissions process to Catholic secondary schools clear, inviting, and welcoming. As part of our commitment to continuous improvement and customer service, we are constantly making improvements to this and other support materials related to preparation for admission into a Catholic secondary school.

We thank you for your faithful commitment to promote and advance Catholic identity, educational excellence, access and equity, service and leadership – all central characteristics to our Catholic schools in the Archdiocese of Washington.

Faithfully in Christ,

Deacon Bert L'Homme, Ph.D.
Superintendent for Catholic Schools

Kelly Branaman
*Associate Superintendent
for Catholic Schools*

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CATHOLIC HIGH SCHOOL ADMISSIONS PROCESS: OVERVIEW FOR APPLYING TO A CATHOLIC HIGH SCHOOL

The information in this section is for students applying to these high schools, all of which use the High School Placement Test (HSPT) in their admissions process:

Academy of the Holy Cross	Gonzaga College High School
Archbishop Carroll High School	Our Lady of Good Counsel High School
Bishop McNamara High School	St. John's College High School
DeMatha Catholic High School	St. Mary's Ryken High School
Elizabeth Seton High School	St. Vincent Pallotti High School
Georgetown Visitation Preparatory School	

Nine other schools in the Archdiocese of Washington – The Avalon School, The Brookewood School, Connelly School of the Holy Child, Don Bosco Cristo Rey High School, Georgetown Preparatory School, St. Ann's High School of St. Ann's Infant and Maternity Home, St. Anselm's Abbey School, Stone Ridge School of the Sacred Heart and The Heights School – have separate admissions procedures and should be contacted directly. Information on all of the other schools in the Archdiocese of Washington is included in this booklet.

Criteria for Admissions

Students must complete a high school's own application form. Grades, test scores, teacher recommendations and, in some cases, an interview are used in considering applications. Don Bosco Cristo Rey High School also will have income and other admissions criteria pertaining to its unique work-study mission.

On the HSPT answer sheet, students may choose up to two Catholic high schools in the Archdiocese of Washington that participate in the HSPT process to receive their test scores. Only two Archdiocese of Washington schools may be listed. Students also may apply to the high schools not using the HSPT (see list on page 3) in addition to the two schools selected on the HSPT answer sheet, and students may request that the score report be sent to one additional school in either the Diocese of Arlington or the Archdiocese of Baltimore. *Note:* There is an extra cost to have scores sent to a third choice school in the Archdiocese of Baltimore or Diocese of Arlington as indicated on the *HSPT Registration Form*.

Test results are sent only to the school(s) indicated on the student's HSPT answer sheet and will be mailed to parents and guardians in February 2012.

Process for Students Attending a Catholic Elementary School in the Archdiocese of Washington

Principals in Archdiocese of Washington schools give 8th grade students the *High School Placement Test (HSPT) Registration* form. Parents/guardians retain a copy of this form. Students return the completed original, along with a minimal processing fee, to their 8th grade teachers by **Friday, October 7, 2011**.

Principals also give 8th grade students a *High School Choice and Authorization to Release Records* form. Parents/guardians must:

- Indicate schools on the form to which their child intends to apply for admission in fall 2012;
- Sign the form authorizing the elementary school to release their child's records to the schools; and
- Return the form to the child's 8th grade teacher by **Tuesday, November 22, 2011**.

Students take the HSPT, the official entrance test published by Scholastic Testing Service, Inc., at their schools on **Wednesday, November 30, 2011.**

Process for Students Not Enrolled in an Archdiocese of Washington Catholic Elementary School

Students not enrolled in an Archdiocese of Washington Catholic school may register online at www.catholicsschoolswork.org or complete an *HSPT Registration Form* obtained from any Catholic high school listed in this guide.

Deadlines for online and mail-in registrations are below.

Mail-in registration: Registration for the December 3, 2011 testing date must be received by Friday, November 18, 2011. Registration for the December 10, 2011 testing date must be received by Friday, November 25, 2011. The completed form and payment must be sent to the Archdiocese of Washington, Catholic Schools Office-HSPT, P.O. Box 29260, Washington, DC 20017-0260. The Catholic Schools Office will send confirmation to admit the student to the testing site.

Online registration: The deadline for the Saturday, December 3, 2011 test date is Sunday, November 27, 2011. The deadline for the Saturday, December 10, 2011 test date is Sunday, December 4, 2011. Please print the confirmation page that admits the student into the testing site.

The HSPT is offered on two dates from 9:00 a.m. to 12:15 p.m. at the following sites:

Saturday, December 3, 2011

Archbishop Carroll High School	4300 Harewood Road, NE, Washington, DC
DeMatha Catholic High School	4313 Madison Street, Hyattsville, MD
Georgetown Visitation Preparatory School	1524 35 th Street, NW, Washington, DC
Gonzaga College High School	19 I (Eye) Street, NW, Washington, DC
Our Lady of Good Counsel High School	17301 Old Vic Boulevard, Olney, MD

Saturday, December 10, 2011

Bishop McNamara High School	6800 Marlboro Pike, Forestville, MD
Elizabeth Seton High School	5715 Emerson Street, Bladensburg, MD
St. John's College High School	2607 Military Road, NW, Washington, DC
St. Mary's Ryken High School	22600 Camp Calvert Road, Leonardtown, MD

All students must be pre-registered to take the HSPT. No walk-ins are permitted.

To reschedule a missed HSPT date due to illness, call 301-853-4598 no later than five (5) days before the next test date. The parent/guardian may be asked to send the request via e-mail to HSPT@adw.org or fax it to 301-853-7670. Make-ups are not possible for the last scheduled testing date.

Accommodations for Students with Special Needs

Not all testing sites will offer both regular and accommodated testing conditions. Students with identified special needs requiring testing accommodations should register to take the test at either Archbishop Carroll High School on December 3, Bishop McNamara High School on December 10, or Elizabeth Seton High School on December 10. Parents/guardians must submit appropriate documentation of requested accommodations with the HSPT Registration Form. Those who do not include documentation with this form may not be provided testing

accommodations. During the admissions/enrollment process, parents/guardians should provide the high school(s) with similar information regarding their child's educational needs to ensure accurate placement.

For further information about testing accommodations, please contact Doreen Engel, Director for Special Education, at 301-853-4569 or by e-mail at dengel@adw.org.

Items Test Takers Must Bring on the Day of the Test

Students who are registered to take the HSPT on a Saturday must bring the following items to the testing site:

- Two No. 2 pencils;
- Valid picture ID (if possible) or other appropriate personal identification documentation;
- Light snack (recommended); and
- Confirmation of registration.

Notice of Acceptance

Notices of acceptance or non-acceptance will be mailed to students by Catholic high schools in the Archdiocese of Washington no earlier than Thursday, February 23, 2012. The specific notification date for each Catholic high school will be included in their admission materials. Each school also will provide students with the information to complete registration for fall 2012.

Notice of Non-Discriminatory Policy

Catholic schools admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. They do not discriminate on the basis of race, color, national and ethnic origin in administration of their educational policies, admissions policies, scholarship and loan programs and athletic and other school-administered programs. To the extent required by Title IX, they do not discriminate against any applicant, employee or student because of sex.

Tuition Assistance

Each high school and the Archdiocese of Washington offer a variety of tuition assistance and scholarship programs. Applying for tuition aid has no bearing on whether a student is admitted to a school. Tuition aid application deadlines are as early as December so families will know their tuition aid grants when they receive their notification letters from high schools in the spring.

Archdiocesan Tuition Assistance

The *Private School Aid Service (PSAS) Student Aid Form 2011-2012* must be completed and submitted to PSAS by **December 2, 2011** for families applying for tuition assistance from the archdiocese for a high school student. The form may be obtained in mid-October from any Catholic elementary or high school in the archdiocese or from www.catholicsschoolswork.org. All tuition assistance obtained through the archdiocese is based on financial need. Archdiocesan tuition assistance is open only to students currently enrolled in or applying to Catholic schools located in the archdiocese, which includes Washington, D.C. and the five Maryland counties of Montgomery, Prince George's, Charles, Calvert and St. Mary's.

For help with tuition assistance, funding, and education resources, please contact Ms. Vicky Atienza at 301-853-5356 or tuitionassistanceprogram@adw.org.

HIGH SCHOOL PLACEMENT TEST INFORMATION

Overview and Background

The *High School Placement Test (HSPT)* is a five-part multiple choice test of verbal, quantitative, reading, mathematics and language arts skills. The exam includes 298 questions and takes 3 hours to administer. This includes two short breaks and 30 minutes for distributing and collecting the answer sheets and test booklets. Subtests and standard testing time limits are as follows: 16 minutes for verbal ability; 30 minutes for quantitative ability; 25 minutes for reading achievement; 45 minutes for mathematics achievement; and 25 minutes for language arts.

Students completing the HSPT are ranked in percentiles and scored in relation to two normed groups: those taking the test on the same date nationally and those taking the test in the greater Washington area. Standard scores range from 200-800, with 500 as the mean. The Cognitive Skills Quotient for the combined verbal and quantitative ability scores is interpreted the same way as with the IQ test, with the average being 100. Scoring summaries include Total Cognitive Skills, Total Basic Skills and a composite score based on the five subtests.

STS first developed the HSPT in 1955. Since that time, STS has revised the HSPT annually in order to ensure its effectiveness for the schools using the test. The HSPT scores are one factor that 12 of the Catholic high schools in the Archdiocese of Washington consider when reviewing students' applications to their schools, though schools elsewhere also use this test to assist with educational diagnosis and awarding of scholarships. The Archdiocese of Baltimore and the Diocese of Arlington both utilize the HSPT for admissions purposes, and we have worked closely to align materials and procedures with these dioceses. For more information about STS and the HSPT, please visit the STS website *Getting to Know STS* at www.ststesting.com. For information about preparing for the HSPT, see the subsequent section of this guide titled *HSPT Preparation Recommendations and Resources*.

Test Registration Process for Students Attending Catholic Elementary Schools

All students attending a Catholic elementary school must pre-register to take the HSPT through their elementary schools by completing an *HSPT Registration Form*. Only students applying to Catholic high schools are required to register to take the test.

The *HSPT Registration Form* identifies the Catholic high schools in the archdiocese that use the HSPT as part of their admissions process. A student chooses which schools are to receive test scores just prior to the test date, using the *Catholic High School Choice and Authorization to Release Records Form*. Many Catholic elementary schools use the test registration process to facilitate conversations about school choice decision-making between parents/guardians and their children.

By **Friday, October 7, 2011**, students must provide their elementary school with the completed *HSPT Registration Form*, registration fee (check or money order made payable to the elementary school) and, if needed, documentation indicating requirements for testing accommodations. The registration fee is:

- **\$42:** test scores are sent to one or two schools in the Archdiocese of Washington; **OR**
- **\$57:** test scores are sent to two schools in the Archdiocese of Washington **PLUS** one school in the Archdiocese of Baltimore or the Diocese of Arlington.

At the time of testing, students choose a total of two Catholic high schools in the Archdiocese of Washington to receive the test scores. Students may request that the score report be sent to one additional school in either the Archdiocese of Baltimore or Diocese of Arlington, as noted above.

Proctors will emphasize that the first two school choices must be in the Archdiocese of Washington, and only two of the 11 participating Washington schools may be listed. The testing company only will send scores to two Catholic high schools in the Archdiocese of Washington, and one additional school (for an additional \$15 fee) outside the Archdiocese of Washington, if indicated.

By **Friday, October 14, 2011**, each Catholic elementary school will send the collected forms along with one check payable to the Archdiocese of Washington, attention: Catholic Schools Office.

Students requiring testing accommodations must have appropriate documentation on file with the school. This documentation must include a current (within three years) diagnosis of an existing disability that was derived from a comprehensive evaluation conducted by certified professionals. This documentation should be available for review by Doreen Engel, Director for Special Education, upon request.

The HSPT will be administered in the Catholic elementary schools on **Wednesday, November 30, 2011**.

Test Registration Process for Students Not Attending Catholic Elementary Schools

All students must pre-register to take the HSPT. **No walk-ins are permitted.** Registration deadlines are specified on the registration form and are noted below.

Students attending non-Catholic schools may (1) register and pay for the HSPT online at www.catholicshoolswork.org or (2) complete the *HSPT Registration Form* available online or from any Catholic high school in the archdiocese, and mail the form with a **\$57** registration fee (check or money order) to have a student's test scores sent to two schools in the Archdiocese of Washington, or **\$72** to have a child's test scores sent to two schools in the Archdiocese of Washington plus one school in the Archdiocese of Baltimore or Diocese of Arlington.

Mail-in registrations: For the Saturday, December 3, 2011 test date, the completed HSPT registration (including payment) **must be received by Friday, November 18, 2011**. For the Saturday, December 10, 2011 test date, the completed HSPT registration (including payment) **must be received by Friday, November 25, 2011**. The *unpublicized* 3rd test date is Saturday, January 14, 2012. The completed HSPT registration (including payment) **must be received by Friday, December 30, 2011**.

Mail-in registrations must be addressed to:

Archdiocese of Washington
Catholic Schools Office-HSPT
P.O. Box 29260
Washington, DC 20017

Online registrations: Registration closes the Sunday prior to the test date. For the Saturday, December 3, 2011 test date, the completed HSPT online registration (including payment) **must be completed online by** Sunday, November 27, 2011. For the Saturday, December 10, 2011 test date, the completed HSPT online registration (including payment) **must be completed online by** Sunday, December 4, 2011. For the *unpublicized* Saturday, January 14, 2012 test date, the completed HSPT online registration (including payment) **must be completed online by** Sunday, January 1, 2012.

At the time of testing, students may choose no more than two Catholic high schools in the Archdiocese of Washington to receive their test scores. Students may request that the score report be sent to one additional school in the Archdiocese of Baltimore or Diocese of Arlington. Proctors will emphasize that the first two choices must be in the Archdiocese of Washington. The testing company will send scores only to two Catholic high schools in the Archdiocese of Washington, and one additional school outside of the Archdiocese of Washington, if indicated.

The Archdiocese of Washington has adopted an inclusive philosophy for accommodating students. Parents/guardians are required to provide appropriate documentation of their child's accommodation needs with their *HSPT Registration Form*. The high schools serving as testing sites for the HSPT will meet the special needs of students who requested accommodations from the Catholic Schools Office at the time of registration. This is to ensure accommodations can be arranged between the Catholic Schools Office and the high school testing sites. If you have questions about meeting the special needs of students taking the HSPT, please contact Doreen Engel, Director for Special Education, Catholic Schools Office, at 301-853-4569 or dengel@adw.org.

Testing Dates, Times and Locations for Students Not Attending Catholic Schools

The HSPT for students not attending Catholic schools is offered from 9:00 a.m. to 12:15 p.m. at several sites on two dates:

Saturday, December 3, 2011

Archbishop Carroll High School*	4300 Harewood Road, NE, Washington, DC
DeMatha Catholic High School	4313 Madison Street, Hyattsville, MD
Georgetown Visitation Preparatory School	1524 35 th Street, NW, Washington, DC
Gonzaga College High School	19 I (Eye) Street, NW, Washington, DC
Our Lady of Good Counsel High School	17301 Old Vic Boulevard, Olney, MD

Saturday, December 10, 2011

Bishop McNamara High School*	6800 Marlboro Pike, Forestville, MD
Elizabeth Seton High School*	5715 Emerson Street, Bladensburg, MD
St. John's College High School	2607 Military Road, NW, Washington, DC
St. Mary's Ryken High School	22600 Camp Calvert Road, Leonardtown, MD

Unpublicized Test Date: Saturday, January 14, 2012

Archbishop Carroll High School*	4300 Harewood Road, NE, Washington, DC
Bishop McNamara High School	6800 Marlboro Pike, Forestville, MD
Academy of the Holy Cross*	4920 Strathmore Ave., Kensington, MD

**Students requiring testing accommodations must register to take the test at Archbishop Carroll High School on December 3, Bishop McNamara High School on December 10, Elizabeth Seton High School on December 10, Archbishop Carroll High School on January 14 or Academy of the Holy Cross on January 14. These are the only four sites that will be providing testing accommodations. For further information about testing accommodations, please contact Doreen Engel, Director for Special Education, at 301-853-4569 or by e-mail at dengel@adm.org. Please note that Archbishop Carroll High School, Elizabeth Seton High School and Bishop McNamara High School also will provide testing services to all other students wishing to take the HSPT at those locations.*

Severe Weather Postponements

Severe weather make-up test dates will apply only when severe weather requires the Catholic Schools Office to postpone a test. Delays or postponements will be announced on radio and TV. Please call 301-853-4598 for testing updates and other admission information. Please listen to the news or visit www.catholicschoolswork.org for weather postponement updates. Test dates and make-up dates are as follows:

Test Date: December 3, 2011	-	Severe Weather Test Date: December 10, 2011**
Test Date: December 10, 2011	-	Severe Weather Test Date: December 17, 2011
Test Date: January 14, 2012	-	Severe Weather Test Date: January 21, 2012

*** Please note that in case of severe weather, all test sites will conduct testing on the make-up dates.*

Procedure for Students Who Miss Test Date Due to Illness

To reschedule a missed HSPT date due to illness, call 301-853-4598 no later than five days before the next test date. The parent/guardian may be asked to send the request via e-mail to HSPT@adw.org or fax it to 301-853-7670.

For Students Applying to Catholic High Schools with Separate Admissions Processes

The Avalon School, Brookewood Academy, Connelly School of the Holy Child, Don Bosco Cristo Rey High School, Georgetown Preparatory School, St. Ann's High School of St. Ann's Infant and Maternity Home, St. Anselm's Abbey School, Stone Ridge School of the Sacred Heart, and The Heights School each have their own admissions procedures. Students seeking application to these schools should contact the admissions office at these schools directly for more information.

HSPT Preparation Recommendations and Resources

STS will provide all Catholic elementary schools with a supply of practice questions and general HSPT preparation information. The intention of this preparation is to apprise students and their families of the substance and process involved in taking the HSPT. While guides are available in bookstores and libraries to supplement the materials that will be provided, content preparation is not advised, as the nature of the test does not lend itself to this kind of preparation. Students should be encouraged to become familiar with the test sections and the kind of questions they will be expected to address. Parents or guardians seeking advice on HSPT preparation should be encouraged to review guides available in local libraries and bookstores. The Archdiocese of Washington does not endorse any one guide.

Parents and guardians are encouraged to work with their children well in advance of the date when they will be taking the HSPT. Students may take the HSPT only once, so it is important that they are prepared for the types of questions and material they will encounter. To prepare for the test, we recommend that students either buy or sign-out from their public library a testing guide that also includes practice HSPT tests or test questions.

Print Materials: There are several testing preparation guides that have been published by major publishing companies. These include guides published by:

- ARCO/Thomson Peterson's: *Master the Catholic High School Entrance Exams*
- Learning Express: *The Complete Preparation Guide [to] Catholic High School Entrance Exams*

Other guides also may be available in major book stores and public libraries. Parents and guardians should use their own discretion in selecting the guide and preparation plan that best suits their child's test preparation study needs.

Web-based Materials: There are a few web providers who also offer HSPT materials and test preparation services. These providers may be discovered by using one of the internet search engines to identify the web address of the available provider(s). This method may provide the student with an additional means of test preparation. The following internet resources may be used for gathering preparation information for the HSPT. As with printed sources, the Archdiocese of Washington does not endorse any website materials.

http://www.testprepreview.com/hspt_practice.htm

<http://www.studyguidezone.com/pdfs/hsptteststudyguide.pdf>

HSPT Testing Materials

For Catholic Elementary Schools Administering the HSPT in Catholic Schools:

Students must complete test registration forms in advance. Only students registered in advance will be permitted to take the test. Each Catholic elementary school must provide the Catholic Schools Office with a list of students who are registered, accompanied by one total check payable to the Archdiocese of Washington. The completed *HSPT Registration Forms* should be kept on file at the school.

The Catholic Schools Office will provide each Catholic elementary school test administrator with an Interpretive Manual, HSPT directions, test booklets, and answer sheets. (Note: All booklets will be destroyed after each test administration.)

For Catholic High School Test Sites Administering the HSPT to Students Not Attending Catholic Schools:

The Catholic Schools Office will provide high school testing sites a list of registered students in advance of the test date. A final list will be provided to each test site on the Wednesday before the test date. Only those students who register in advance will be permitted to take the test. No walk-ins will be accepted.

Distribution of HSPT Results

Catholic High Schools

The following information will be provided by STS to the Catholic high schools chosen by the students within fifteen (15) working days of the date that all answer sheets arrive at the STS Research Division in Earth City, Missouri:

- Alphabetical lists of students' scores, according to the accuracy of students' recording of the school code number
- Rank order lists of students' scores based on the STS HSPT composite score
- Performance profiles for each student choosing the school, showing the norm-referenced scores and displaying how well students achieved on the five subtests of the HSPT
- Performance profile summaries based on the students choosing the school
- Group summaries based on the students choosing the high school
- One set of labels with each student's HSPT scores

Electronic results, upon request by individual high schools, will be provided at an additional cost of \$6.15 per disc and \$0.77 per student. Such requests will be made through the Catholic Schools Office on behalf of the high schools.

Catholic Elementary Schools

The following information will be provided by STS to the Catholic elementary schools in the Archdiocese of Washington:

- Alphabetical lists of students' scores, according to the accuracy of students' recording of the school code number, grouped according to the schools' directions as total grade or sections

- Performance profiles for each student tested, showing the norm-referenced scores and displaying how well students achieved on the five subtests of the HSPT
- Performance profile summaries
- Group summaries

Parents/Guardians

All parents/guardians of students taking the HSPT in December will receive copies of their child's HSPT scores in February. Scores will not be released until all archdiocesan testing is completed and scores are readily available. **Catholic schools are not permitted to release students' scores.**

HSPT Information for Principals, Teachers, Guidance Counselors and Parents/Guardians

Questions and Answers

Why have most Catholic high schools in the Archdiocese of Washington adopted the HSPT?

The HSPT was selected by a committee of high school principals, elementary principals and high school admissions directors to provide the best standardized assessment possible for the high school admissions process. Experience in other Catholic dioceses indicates that the HSPT provides parents/guardians, elementary principals, and high school admissions staff with an accurate assessment of students' performance in relation to their peers regionally and nationally. The HSPT, as one factor, will complement other considerations in reviewing applicants.

How can we help students prepare for the HSPT?

The best way for parents/guardians and teachers to help our children prepare for the HSPT is to have them become familiar with the test itself. To this end, the testing company has made HSPT preparation information and practice tests available for all interested Catholic school and non-Catholic school students. Students may find one or more of the available guides helpful, however. Content cramming is not advised, as the nature of the test does not lend itself to this kind of preparation. Catholic school students are well prepared for high school, and the best strategy is to encourage them to become familiar with the test sections and the kind of questions they will be expected to address. Lastly, encourage them to be rested and calm when they take the test.

If students are anxious about taking the test, or aren't taking the test seriously enough, how can I best help them?

For the serious student, a good method for allaying test anxiety is through familiarization with the HSPT. This can be achieved by having students take and review the practice questions well in advance of the testing date. Parents/guardians and teachers are in a particularly influential position to have students remain calm and serious as they approach the test.

How much importance do Catholic high schools place on HSPT scores when considering an applicant for admission?

Most Catholic high schools use the HSPT as one of several important indicators for admission. Other factors include a student's academic track record, teacher recommendations, community service, and other extracurricular activities. Parents/guardians and school staff are encouraged to communicate directly with the high school admissions staff to determine the relative weight of all admissions factors, as well as to better understand the process.

Can a student take the HSPT more than once?

Students may take the HSPT only once.

Can parents/guardians get a copy of their child's scores before the last HSPT?

It is not possible to obtain a copy of the HSPT scores before that time. All parents/guardians of students taking the HSPT in December will receive copies of their child's HSPT scores in February. Scores will not be released until all archdiocesan testing is completed and scores are readily available. **Catholic schools are not permitted to release students' scores.**

HSPT Timeline for Catholic Elementary Schools

- Sept. 6: Catholic Schools Office provides *HSPT Registration Form* and *High School Choice and Authorization to Release Records Form* to Catholic elementary schools.
- Oct. 7: Families complete *HSPT Registration Forms* and return them to their Catholic elementary school with a check for:
- \$42: student's test scores are sent to two schools in the Archdiocese of Washington; **OR**
 - \$57: student's test scores are sent to two schools in the Archdiocese of Washington PLUS one school in the Archdiocese of Baltimore or the Diocese of Arlington.
- Oct. 14: Catholic elementary schools send their completed *HSPT Materials Order Form*, a list of the names of students registered to take the test, and one check, totaling \$42 or \$57 per student registered for the test, depending on the student's choice of school(s), to the Catholic Schools Office.
- Nov. 11: STS sends Catholic elementary schools HSPT test booklets, instructions and answer sheets.
- Nov. 16: Catholic elementary schools receive from STS HSPT test booklets, test instructions and answer sheets.
- Nov. 22: Students return the *High School Choice and Authorization to Release Records Form* to their 8th grade teacher.
- Nov. 30: HSPT is administered in all archdiocesan elementary schools.
- Dec. 6: Catholic elementary schools forward completed HSPT answer sheets to STS, and destroy all HSPT test booklets, test instructions, and related materials.
- Dec. 22 -
Jan. 2: Christmas vacation.
- Jan. 3: Classes resume.
- Jan. 4: On or about this date, STS sends score reports to Catholic elementary schools, Catholic high schools and Catholic Schools Office. NOTE: Catholic elementary schools are not permitted to release students' scores. STS may only send a student's scores to two of the 11 Catholic high schools participating in the two-choice process and one additional Catholic high school in the Archdiocese of Baltimore or Diocese of Arlington upon the request of a student's parent(s) or guardian(s).
- Feb. 23: High schools mail notification letters to applicants no earlier than this date.
- Mar. 2012: STS sends parents/guardians HSPT score reports.

HSPT Timeline for Students Not Attending a Catholic Elementary School

Sept. 6: HSPT online registration opens at www.catholicschoolswork.org and *HSPT Registration Forms* are available at all Catholic high schools in the Archdiocese of Washington.

Nov. 18: Mail-in registration deadline for the December 3 test. The *HSPT Registration Form* **must be received** by the Catholic Schools Office with a check or money order, payable to the Archdiocese of Washington, for:

- \$57: student's test scores are sent to two schools in the Archdiocese of Washington; **OR**
- \$72: student's test scores are sent to two schools in the Archdiocese of Washington plus one school in the Archdiocese of Baltimore or the Diocese of Arlington.

Registration confirmation and pre-test information mailed upon receipt of registration and payment.

Nov. 25: Mail-in registration deadline for the December 10 test. *HSPT Registration Form* **must be received** by the Catholic Schools Office with a check or money order, payable to the Archdiocese of Washington, for:

- \$57: student's test scores are sent to two schools in the Archdiocese of Washington; **OR**
- \$72: student's test scores are sent to two schools in the Archdiocese of Washington plus one school in the Archdiocese of Baltimore or the Diocese of Arlington.

Registration confirmation and pre-test information mailed upon receipt of registration and payment.

Nov. 27: Online registration and payment deadline for the December 3 test.

- \$57: student's test scores are sent to two schools in the Archdiocese of Washington; **OR**
- \$72: student's test scores are sent to two schools in the Archdiocese of Washington plus one school in the Archdiocese of Baltimore or the Diocese of Arlington.

Registration confirmation and pre-test information emailed upon receipt of registration and payment.

Dec. 3: HSPT is administered at designated Catholic high schools.

Dec. 4: Online registration and payment deadline for the December 11 test.

- \$57: student's test scores are sent to two schools in the Archdiocese of Washington; **OR**
- \$72: student's test scores are sent to two schools in the Archdiocese of Washington plus one school in the Archdiocese of Baltimore or the Diocese of Arlington.

Registration confirmation and pre-test information emailed upon receipt of registration and payment.

Dec. 10: HSPT is administered at designated Catholic high schools.

Dec. 26 & Jan. 26: STS sends score reports to the Catholic high schools and Catholic Schools Office on or about these dates

Feb. 23: High schools mail notification letters to applicants no earlier than this date.

Mar. 2012: STS sends parents/guardians HSPT score reports.

HSPT Timeline for the Catholic High School Testing Sites

- Oct. 13: Catholic Schools Office publicizes HSPT testing dates and locations in the *Catholic Standard and Parish Briefings* (bulletin announcements). Information also online and given to DREs.
- Nov. 11: Catholic Schools Office sends testing protocol, expectations, and requirements to testing coordinators to distribute to HSPT proctors.
- Nov. 18: Designated HSPT testing coordinators for each of the Catholic high school testing sites provide the Catholic Schools Office with the names and titles of HSPT proctors for their school.

Catholic High Schools Serving as Testing Sites on December 3, 2011

- Nov. 18: The Catholic high schools serving as HSPT testing sites on December 3 receive from STS HSPT test booklets, test instructions, and answer sheets.
- Nov. 18: Mail-in registration deadline for non-Catholic school students testing on December 3. HSPT registration forms and payment for this test date are due to the Catholic Schools Office.
- Nov. 27: Online registration deadline for non-Catholic school students testing on December 3.
- Nov. 30: Catholic Schools Office sends STS a final list of registered test takers for December 3, and sends the Catholic high schools serving as testing sites on this date a final alphabetical list of all students registered to take the HSPT on this date, by test site.
- Dec. 3: HSPT is administered to students not attending Catholic elementary schools in the Archdiocese of Washington.
- Dec. 6: Catholic high schools that served as HSPT testing sites on December 3 forward completed HSPT answer sheets to STS, and destroy all HSPT test booklets, test instructions, and related materials.
- Dec. 26: STS sends score reports to Catholic high schools and the Catholic Schools Office.

Catholic High Schools Serving as Testing Sites on Dec. 10, 2011

- Nov. 25: Mail-in registration deadline for non-Catholic school students testing on December 10. HSPT registration forms and payment for this test date due to the Catholic Schools Office.
- Dec. 4: Online registration deadline for non-Catholic school students testing on Dec. 10.
- Dec. 6: The Catholic high schools serving as HSPT testing sites on December 10 receive from STS HSPT test booklets, test instructions, and answer sheets.
- Dec. 7: Catholic Schools Office sends STS a final list of registered test takers for December 10, and sends the Catholic high schools serving as testing sites on this date a final alphabetical list of all students registered to take the HSPT on this date, by test site.
- Dec. 10: HSPT is administered to students not attending Catholic elementary schools in the archdiocese.
- Dec. 13: Catholic high schools that served as HSPT testing sites on December 10 forward completed HSPT answer sheets to STS, and destroy all HSPT test booklets, test instructions, and related materials.

Dec. 27: STS sends score reports to Catholic high schools and Catholic Schools Office.

CATHOLIC HIGH SCHOOL VISITS TO CATHOLIC ELEMENTARY SCHOOLS

Overview

To provide Catholic elementary school 8th graders and their parents/guardians opportunities to learn more about the Catholic high schools in the archdiocese, each fall Catholic high school representatives visit Catholic elementary schools to give a 20-minute presentation about the high school, in accordance with the *Protocol for Catholic High School Visits to Elementary Schools*.

The high school visits exist currently through a mutual agreement between the Elementary School Principals Association and the High School Principals Association. The schedule for these presentations is prepared in the summer, in consultation with Catholic elementary school principals and Catholic high school admissions directors. The Catholic Schools Office facilitates preparation of the schedule. High school visits are held at elementary schools early in the fall, typically from early September through late October, so that all or most of the visits are completed before the high school open houses begin.

Protocol for Visits to Catholic Elementary Schools

Guidelines for Catholic High Schools

- Catholic high school representatives are encouraged to visit as many Catholic elementary schools as possible in the Archdiocese of Washington, especially schools that serve lower socio-economic populations.
- High school presentations should include information about:
 - Unique Catholic identity of each high school;
 - Academic programs, extracurricular offerings, and admissions procedures and deadlines;
 - Financial aid and scholarships available through the school and the archdiocese, as well as the school's tuition and fees.
- High school representatives should make every effort to arrive at the elementary school at least 10 minutes before their scheduled presentations.
- The 20-minute time limit for presentations should be followed.
- Upon arriving at the school, high school representatives should introduce themselves to the elementary school principal and, following the presentation, thank the elementary school faculty and staff involved.
- If either a high school or an elementary school needs to reschedule a high school visit, the school desiring a schedule change should contact the other school to reschedule at least one week before the scheduled visit, except in cases of emergency.
- The number of alumni of the elementary school accompanying the high school representative should be kept to a minimum. High school students must be dressed in school uniforms for the presentations.
- Negative comparisons to other schools should be avoided, as well as any other comments regarding other schools' perceived reputations, admissions criteria, etc.
- Giveaways of any kind (other than the application packet/brochure) are not permitted.
- A feedback form is available (Appendix A), but its use is optional. We are not asking all elementary and high school staff to submit feedback forms, but to use them only if there is an exceptional situation or if feedback is warranted. Completed forms should be returned to the Director for Schools Marketing and Advancement.

Guidelines for Catholic Elementary Schools

- Elementary schools should have students ready for the high school presentation at the scheduled time.
- A faculty member from the elementary school should be present in the classroom for the entire length of the high school presentation. The high school representative should never be asked to be responsible for monitoring students during a visit.
- At least two weeks before the high school visits begin, the principal should provide parents/guardians with a schedule of the visits and invite them to join their children for the presentations.
- Principals should attend some of the presentations.
- If an elementary school has a concern about any aspect of a high school's presentation, the principal should bring the concern to the attention of the high school's admissions director or principal.
- A feedback form is available (Appendix A), but its use is optional. We are **not** asking all elementary and high school staff to submit feedback forms, but to use them only if there is an exceptional situation or if feedback is warranted. Completed forms should be returned to the Director for Schools Marketing and Advancement.

If you have any questions regarding the protocol for the high school visits, please contact **Wendi Williams, Director for Schools Marketing and Advancement, at 301-853-4531 or wwilliams@adw.org.**

SPRING CATHOLIC HIGH SCHOOL FAIRS

Overview

Catholic High School Fairs are scheduled to be held in spring 2012. The fairs provide opportunities for 6th and 7th graders and their families to begin the process of learning about the many options available for a Catholic high school education in the archdiocese. Each high school will have its own booth; students and their families may stop by at any time during a fair to meet high school representatives, pick up informational materials and learn about the admissions process and tuition assistance.

Most of the 20 Catholic high schools participate at all of the fairs. Costs for advertising the fairs and renting sites, as needed, are shared by the high schools.

Information about the Catholic High School Fairs is online at www.catholicschoolswork.org.

Appendix A



ARCHDIOCESE OF WASHINGTON

2011 FEEDBACK FORM

CATHOLIC HIGH SCHOOL VISITS TO ELEMENTARY SCHOOLS

ELEMENTARY SCHOOL STAFF AND PRINCIPAL FEEDBACK

Name(s): _____

Elementary School: _____ City: _____

High School Giving Presentation: _____

PRESENTATION DATE: _____

PLEASE CHECK THE RESPONSE THAT REFLECTS YOUR IMPRESSION AND PROVIDE COMMENTS, IF APPROPRIATE.

1. Information about **the unique Catholic identity of the Catholic high school** was a prominent part of the high school's presentation.

Yes _____ No _____ Comments:

2. The high school's presentation included information about **the school's academic programs, extra-curricular offerings, and admissions procedures and deadlines.**

Yes _____ No _____ Comments:

3. The high school representative **arrived on time, introduced him/herself to the elementary school principal or principal's designee, and made a good impression.**

Yes _____ No _____ Comments:

4. **If alumni of the elementary school** accompanied the high school representative during the visit, they were a positive part of the presentation.

Yes _____ No _____ Comments:

5. **Negative allusions to other schools**, such as negative comments regarding other schools' perceived reputations, admissions criteria, etc. were not part of the presentation.

Yes _____ No _____ Comments:

6. The **time limit for presentations** was followed.

Yes _____ No _____ Comments:

7. Giveaways (other than the application packet/brochure) were not included.

Yes _____ No _____ Comments:

Please email this form to the **Wendi Williams, Director for Schools Marketing and Advancement**, at wwilliams@adw.org, or fax it to 301-853-7670.



ARCHDIOCESE OF WASHINGTON

2011 FEEDBACK FORM

CATHOLIC HIGH SCHOOL VISITS TO ELEMENTARY SCHOOLS

HIGH SCHOOL ADMISSIONS DIRECTOR FEEDBACK

Name(s): _____

High School: _____

School Visited: _____ City: _____

PRESENTATION DATE: _____

PLEASE CHECK THE RESPONSE THAT REFLECTS YOUR IMPRESSION AND PROVIDE COMMENTS, IF APPROPRIATE.

The elementary school had students ready for the high school presentation at the scheduled time.

Yes No Comments: _____

A faculty member from the elementary school was present in the classroom for the entire length of the high school presentation.

Yes No Comments: _____

Appendix B



ARCHDIOCESE OF WASHINGTON

2011-12 HIGH SCHOOL PLACEMENT TEST REGISTRATION

FOR STUDENTS ATTENDING CATHOLIC ELEMENTARY SCHOOL IN THE ARCHDIOCESE OF WASHINGTON

PERSONAL/CONTACT INFORMATION

Student Name _____ Phone _____
 (Last, First, Middle initial)

Gender Male ___ Female ___ Parish _____
 (Non-Roman Catholic, mark "NC")

Address _____
 (Street) (City) (State) (Zip)

Father's Name _____ Daytime Phone ____-____-_____
 Mother's Name _____ Daytime Phone ____-____-_____
 Guardian's Name _____ Daytime Phone ____-____-_____
 Current School _____ City/State _____

No. of Years in Catholic Elementary School _____ No. of Years in Religious Ed. (CCD) _____

Parent/Guardian Signature _____ Date _____
 (Signature authorizes student to take the High School Placement Test)

Request for testing accommodations? Yes ___ No ___

Students requiring testing accommodations must submit appropriate documentation of an identified disability. This documentation should include a current (within 3 years) diagnosis of an existing disability that was derived from a comprehensive evaluation conducted by certified professionals. Please note: parents/guardians should provide high schools with similar information regarding their child's special education needs to ensure accurate placement during the enrollment/admissions process.

SCHEDULE/PARTICIPATING HIGH SCHOOLS

Friday, October 7, 2011:

Registration fee is due (check or money order). Parents/guardians should make a copy of this form and give the student's 8th grade teacher the original, along with a check or money order, payable to the student's Catholic elementary school:

- \$42: student's HSPT scores are sent to one or two participating high schools in the Archdiocese of Washington; **OR**
- \$57: student's HSPT scores sent to one or two high schools in the Archdiocese of Washington PLUS one high school in the Archdiocese of Baltimore or the Diocese of Arlington.

Wednesday, November 30, 2011:

8th graders attending a Catholic elementary school in the Archdiocese of Washington take the HSPT. Shortly before the test date, students choose one or two of the following 11 schools to receive their HSPT scores:

- Academy of the Holy Cross, Archbishop Carroll High School, Bishop McNamara High School, DeMatha Catholic High School, Elizabeth Seton High School, Georgetown Visitation Preparatory School, Gonzaga College High School, Our Lady of Good Counsel High School, St. John's College High School, St. Mary's Ryken High School, or St. Vincent Pallotti High School.
- Note: Nine schools -- The Avalon School, Brookewood Academy, Connelly School of the Holy Child, Don Bosco Cristo Rey High School, Georgetown Preparatory School, St. Ann's High School of St. Ann's Infant and Maternity Home, St. Anselm's Abbey School, Stone Ridge School of the Sacred Heart, and The Heights School -- do not participate in HSPT testing. Students may apply to these schools in addition to the participating HSPT schools. Please contact the schools directly for information.

Elementary Schools: By Friday, October 14, 2011: Forward to the Catholic Schools Office a list of students registered for the HSPT with one total check payable to the Archdiocese of Washington.



ARCHDIOCESE OF WASHINGTON

2011-12 HIGH SCHOOL PLACEMENT TEST REGISTRATION

FOR STUDENTS WHO **DO NOT** ATTEND CATHOLIC ELEMENTARY SCHOOL IN
THE ARCHDIOCESE OF WASHINGTON

Online registration is available at www.catholicschoolswork.org.

PERSONAL/CONTACT INFORMATION

Student Name _____ Parent/Guardian E-mail _____
 (Last, First, Middle initial)

Gender Male _____ Female _____ Parish _____
 (Non-Roman Catholic, mark "NC")

Address _____
 (Street) (City) (State) (Zip)

Father's Name _____ Daytime Phone _____ - _____ - _____

Mother's Name _____ Daytime Phone _____ - _____ - _____

Guardian's Name _____ Daytime Phone _____ - _____ - _____

Current School _____ City/State _____

Current Grade (circle one) 8 9 # Yrs. in Cath. Elem School _____ # Yrs in Rel. Ed. (CCD) _____

Parent/Guardian Signature _____ Date _____
 (Signature authorizes student to take the High School Placement Test)

TEST DATES

Students not currently attending a Catholic school in the Archdiocese of Washington, or Catholic school students who have to make up the test, should choose one of the dates and locations listed below after reading the instructions.

Saturday, Dec. 3, 2011 - 9:00 a.m. to 12:15 p.m.

- | | |
|--|--|
| _____ Archbishop Carroll High School* | 4300 Harewood Road, NE, Washington, DC |
| _____ DeMatha Catholic High School | 4313 Madison Street, Hyattsville, MD |
| _____ Georgetown Visitation Preparatory School | 1524 35 th Street, NW, Washington, DC |
| _____ Gonzaga College High School | 19 Eye Street, NW, Washington, DC |
| _____ Our Lady of Good Counsel High School | 17301 Old Vic Boulevard, Olney, MD |

Saturday, Dec. 10, 2011 - 9:00 a.m. to 12:15 p.m.

- | | |
|--------------------------------------|--|
| _____ Bishop McNamara High School * | 6800 Marlboro Pike, Forestville, MD |
| _____ Elizabeth Seton High School* | 5715 Emerson Street, Bladensburg, MD |
| _____ St. John's College High School | 2607 Military Road, NW, Washington, DC |
| _____ St. Mary's Ryken High School | 22600 Camp Calvert Road, Leonardtown, MD |

* Request for testing accommodations? Yes _____ No _____

*Students requiring testing accommodations must submit appropriate documentation of an identified disability. This documentation should include a current (within 3 years) diagnosis of an existing disability that was derived from a comprehensive evaluation conducted by certified professionals. Please note: parents/guardians should provide high schools with similar information regarding their child's special education needs to ensure accurate placement during the enrollment/admissions process.

INSTRUCTIONS FOR HIGH SCHOOL PLACEMENT TEST (HSPT)

1. Complete this form, including contact information and test date and site (or register online at www.catholicschoolswork.org).
2. Choose how many schools you wish to receive the student's scores (see "Select Schools to Receive Test Scores" for details). The registration fee is based on the number of schools you choose:
 - o \$57: HSPT scores are sent to one or two high schools in Archdiocese of Washington OR
 - o \$72: HSPT scores are sent to one or two high schools in Archdiocese of Washington PLUS one high school in the Archdiocese of Baltimore or the Diocese of Arlington.
3. Mail completed form and check or money order (made payable to Archdiocese of Washington) to the Archdiocese of Washington, Catholic Schools Office-HSPT, P.O. Box 29260, Washington, DC 20017-0260, or hand-deliver to 5001 Eastern Avenue, Hyattsville, MD 20782.
4. MAIL-IN DEADLINES: These materials must be received by the registration deadlines: For the Saturday, December 3, 2011 test date: **by Friday, November 18, 2011**. For the Saturday, December 10, 2011 test date: **by Friday, November 25, 2011**.
5. ONLINE DEADLINES: Online registrations close the Sunday prior to the test date. Registrations must be completed by the deadlines: For the Saturday, December 4, 2011 test date: **by Sunday, November 27, 2011**. For the Saturday, December 10, 2011 test date: **by Sunday, December 4, 2011**.
6. Upon receipt of registration and payment, a confirmation of the test date and site, and registration information will be mailed or emailed to the student's parent/guardian.
7. The HSPT evaluates verbal, qualitative, reading, mathematics and language skills. HSPT study guides are available from various publishers at area bookstores and libraries.

SELECT SCHOOLS TO RECEIVE TEST SCORES

1. At the test site, select up to two of the 11 Catholic high schools that participate in the HSPT program to receive the test results. Students also may choose to have the results sent to one school in the Diocese of Arlington or the Archdiocese of Baltimore. Participating HSPT schools are listed here:

Men's Schools

DeMatha Catholic HS
Gonzaga College HS

Women's Schools

Academy of the Holy Cross
Elizabeth Seton HS
Georgetown Visitation Preparatory

Co-Educational Schools

Archbishop Carroll HS
Bishop McNamara HS
Our Lady of Good Counsel HS
St. John's College HS
St. Mary's Ryken HS
St. Vincent Pallotti HS

2. Please note: Nine schools located within the Archdiocese of Washington (The Avalon School, Brookewood Academy, Connelly School of the Holy Child, Don Bosco Cristo Rey High School, Georgetown Preparatory School, St. Ann's High School of St. Ann's Infant and Maternity Home, St. Anselm's Abbey School, Stone Ridge School of the Sacred Heart, and The Heights School) do not participate in the HSPT. Students may apply to these schools in addition to participating HSPT schools. Contact these schools directly for information on their admission testing requirements.

COMPLETE APPLICATION PROCESS

1. Contact the high schools that you chose to receive your test scores for their application materials.
2. High schools mail acceptance notification letters to applicants no earlier than February 23, 2012. If a student is not accepted by his or her chosen school(s), the student may request one of those schools to forward his/her HSPT scores to another high school. HSPT scores will be sent to parents/guardians in March 2012.

MAKE-UP TEST DATES DUE TO WEATHER OR ILLNESS

1. **Severe weather:** If a test must be postponed due to severe weather, the archdiocese will contact WTOP radio/website (www.wtop.com) and TV news stations to make an announcement. **Call 301-853-4598 for testing updates.** Severe weather make-up dates are as follows:
 - December 3, 2011 test will be made up on December 10, 2011
 - December 10, 2011 test will be made up on December 17, 2011
2. **Students who miss a test due to illness:** Any student who needs to be reassigned to another scheduled test date due to an illness should call 301-853-4598.

Appendix C



ARCHDIOCESE OF WASHINGTON

2011-12 CATHOLIC HIGH SCHOOL CHOICE AND AUTHORIZATION TO RELEASE RECORDS

FOR STUDENTS ATTENDING CATHOLIC ELEMENTARY SCHOOL IN THE ARCHDIOCESE OF WASHINGTON

PERSONAL/CONTACT INFORMATION

Student Name _____
(Last, First, Middle initial)

Address _____
(Street) (City) (State) (Zip)

Phone _____

Parent/Guardian Name (please print) _____

Parent/Guardian Signature _____ Date _____
(Signature authorizes release of student's records to the identified high schools)

Students will take the High School Placement Test on Wednesday, Nov. 30, 2011

Please return this form to the student's 8th grade teacher by Tuesday, Nov. 22, 2011.

SCHOOL CHOICES

Check (✓) only one or two of the following school(s) to which you intend to apply for admittance in September 2012:

Men's Schools

DeMatha Catholic HS _____
Gonzaga College HS _____

Women's Schools

Academy of the Holy Cross _____
Elizabeth Seton HS _____
Georgetown Visitation
Preparatory School _____

Co-Educational Schools

Archbishop Carroll HS _____
Bishop McNamara HS _____
Our Lady of Good Counsel HS _____
St. John's College HS _____
St. Mary's Ryken HS _____
St. Vincent Pallotti HS _____

NOTE: Nine schools—The Avalon School, Brookewood Academy, Connelly School of the Holy Child, Don Bosco Cristo Rey High School, Georgetown Preparatory School, St. Ann's High School of St. Ann's Infant and Maternity Home, St. Anselm's Abbey School, Stone Ridge School of the Sacred Heart, and The Heights School—do not participate in the two-choice and High School Placement Test (HSPT) processes. Students may apply to these nine schools in addition to the 1-2 schools selected above.

In the case of these nine schools, this form only authorizes release of a student's records, not HSPT scores. Please contact these schools directly for more information about their individual admission testing requirements.

If you wish to have the student's records sent to any of these schools, or to one additional school in either the Diocese of Arlington or Archdiocese of Baltimore, please list the school(s) below:

This form is to be kept on file at the elementary school.