

Application Process for Incoming Freshmen

Thank you for expressing an interest in enrolling a freshman at Saint Mary's High School.

All students seeking admission as freshmen must take the High School Placement Test (HSPT). This test is given by all diocesan high schools. Saint Mary's will accept test scores for a student if the test was taken at another diocesan high school.

Students Who Take the HSPT on the Saint Mary's Campus

Students who take the HSPT on the Saint Mary's Campus complete both the *Student Application Form* and the *General Information Card* on the day of the test. Students are sent home with two packets of materials:

- 1) **Request for Academic Records**, to be taken to the student's elementary school personnel best able to complete the forms, and
- 2) **Preliminary Application Form** to be completed by the parent(s)/guardians.

These forms are to be returned promptly to Saint Mary's in order for the application to be reviewed by the selection committee. The deadline date is given on the form.

Students Who Take the HSPT on Another High School Campus

If a student takes the test at another high school, materials needed to complete an application can be downloaded from our school website, www.smknights.org. If this is inconvenient, please contact Julie Farrell at 602-251-2504, or at jfarrell@smknights.org and the required items will be mailed to you. You may also come to the Main Office of Blaise Hall at Saint Mary's to pick up these materials.

The *Student Application Form* and *General Information Card* should be completed by your student; the *Preliminary Application Form* should be completed by the parent/guardian. The *Request for Academic Records* forms should be delivered to your student's elementary school personnel who are best able to complete them. All materials should be returned to Saint Mary's in a timely fashion in order for the application to be reviewed by the selection committee.

Admissions Decisions for all Applicants

The Saint Mary's Admissions Committee begins meeting in mid-February. The Committee uses the High School Placement Test scores, information on forms completed by school personnel, teacher/administrator recommendations, 7th and 8th report card grades, and 7th and 8th grade standardized scores submitted to the Committee. Note: Families of students who have not attended a Catholic Elementary School for grades 7 and 8 will be requested to attend an interview with a Saint Mary's Administrator. The interviews will be with parent/guardian and student at one sitting. Interviews will be set up beginning in mid-January and are a part of the Admissions decision. Final admission decision letters are mailed to applicants by March 5, 2010, along with information regarding the Freshman Registration Day(s) (see schedule below). Registration materials are not mailed out; registration can be completed only by meeting with school personnel in-person at Saint Mary's to complete the process.

Registration Days are:

Wednesday, March 17

A - B 4 - 5:30 pm

C - E 5:30 - 7 pm

Thursday, March 18

F - G 4 - 5:30 pm

H - K 5:30 - 7 pm

Saturday, March 20

L - M 9 - 10 am

R - S Noon - 2 pm

N - Q 10 am - noon

T - Z 2 - 3 pm

Applications for financial assistance will be given to families on Freshman Registration Day.

Keep this page for your reference with regard to the Admissions process and important dates.