

# HS Application Checklist

# **2025-26 High School Application**

## **Checklists**

*\*some schools have not yet updated their checklists, please stand by*

[Beaumont School](#)  
[Benedictine High School](#)\*  
[Cleveland Central Catholic](#)\*  
[Gilmour Academy](#)  
[Hathaway Brown](#)\*  
[Hawken School](#)  
[Hawken Mastery School](#)\*  
[Holy Name High School](#)\*  
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[Lutheran High School West](#)  
[Magnificat High School](#)  
[Padua Franciscan High School](#)  
[St. Ignatius High School](#)  
[Saint Joseph Academy](#)\*  
[Saint Edward High School](#)\*  
[Saint Martin de Porres High School](#)\*  
[Trinity High School](#)  
[University School](#)

Beaumont

## **Beaumont Application Checklist 2025-26**

\_\_\_ **Create a Parent Portal here:** [Beaumont Parent Portal](#).

This portal creates a custom application checklist.

\_\_\_ **Take the High School Placement Test (HSPT).** If you have not yet, you can register here: <https://www.beaumontschool.org/admissions/8th-grade-entrance-exam>

\_\_\_ **Submit your FACTS application here:** <https://online.factsmgt.com/aid>  
(the Beaumont FACTS application is due November 9).

\_\_\_ **Create a Parent Portal here:** [Beaumont Parent Portal](#).

This portal creates a custom application checklist.

\_\_\_ **November 30:** Upload your Academic and/or Life, Leadership, Service Scholarship via the [Beaumont Parent Portal](#).

\_\_\_ **Send** Records Request to Urban. This is completed through the [Beaumont Parent Portal](#).

\_\_\_ **Before Christmas Break**, ask an 8th grade core subject teacher for a letter of recommendation (1 of 2). This is completed through the [Beaumont Parent Portal](#).  
(Core subjects are Math, Science, ELA or Social Studies)

\_\_\_ **Before Christmas Break**, ask another 8th grade core subject teacher for a letter of recommendation (2 of 2). This is completed through the [Beaumont Parent Portal](#).

\_\_\_ **Follow up** with the people writing your letters of recommendation to say thank you and be sure that the forms have been completed (**it is the student's responsibility to make sure they are sent and it is also part of the Online Application**).

\_\_\_ **Complete the Application and Entrance Essay.** These are also in the [Beaumont Parent Portal](#).

\_\_\_ **Although the due date for application is January 20, we strongly recommend you complete these requirements much sooner.**

You can access all of these documents and information here:

<https://www.beaumontschool.org/admissions/applying-to-beaumont>



# Benedictine High School

Pending Updates

# Cleveland Central Catholic



Pending Updates

# Gilmour Academy

## **Gilmour Academy Application Checklist 2025-26**

\_\_\_ **Create a Parent Portal here:** <https://www.gilmour.org/admission/inquire>.  
This portal creates a custom application checklist.

\_\_\_ **Take the Independent School Entrance Exam (ISEE).** If you have not yet, you can register [here](#)

\_\_\_ **Sign the Authorization to Release School Records** and send it to Mr. Olmstead ([molmstead@urbancommunityschool.org](mailto:molmstead@urbancommunityschool.org)). This step is part of the online application process.

\_\_\_ **Before Christmas Break**, ask a Middle School core subject teacher to complete the Recommendation Form through the online application (1 of 2). (Core subjects are Math, Science, ELA or Social Studies)

\_\_\_ **Before Christmas Break**, ask another Middle School core subject teacher to complete the Recommendation Form through the online application (2 of 2).

\_\_\_ **Follow up** with the people writing your letters of recommendation to say thank you and be sure that the forms have been completed (**it is the student's responsibility to make sure they are sent and it is also part of the Online Application**).

\_\_\_ **Submit your Clarity financial aid application** [here](#) by **January 12**

\_\_\_ **Apply Online**

\_\_\_ Although the due date for applications is **January 12**, we strongly recommend you complete these requirements much sooner.

You can access all of these documents and information here:  
<https://www.gilmour.org/admission/apply>

## 2026-2027 Deadlines for Earliest Acceptance

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|                                        |                   |
|----------------------------------------|-------------------|
| <b>Application Deadline:</b>           | January 12, 2026  |
| <b>Tuition Assistance* Deadline:</b>   | January 12, 2026  |
| <b>Notification Date:</b>              | February 12, 2026 |
| <b>Family Responses Due to School:</b> | February 27, 2026 |
| <b>Rolling Admission Begins:</b>       | February 28, 2026 |

Hathaway Brown

## **Hathaway Brown Admission Process 2025-26**

\_\_\_ **Create a Parent Portal here:** [myHB](#).

This portal creates a custom application checklist.

\_\_\_ **Take the Independent School Entrance Exam (ISEE).** If you have not yet, you can register [here](#)

\_\_\_ **Submit your Clarity financial aid application** [here](#)

\_\_\_ **Sign the Authorization to Release School Records** and send it to Mr. Olmstead ([molmstead@urbancommunityschool.org](mailto:molmstead@urbancommunityschool.org)). This step is part of the online application process.

\_\_\_ **Before Christmas Break**, ask a Middle School core subject teacher to complete the Recommendation Form through the online application (1 of 2). (Core subjects are Math, Science, ELA or Social Studies)

\_\_\_ **Before Christmas Break**, ask another Middle School core subject teacher to complete the Recommendation Form through the online application (2 of 2).

\_\_\_ **Follow up** with the people writing your letters of recommendation to say thank you and be sure that the forms have been completed (**it is the student's responsibility to make sure they are sent and it is also part of the Online Application**).

\_\_\_ **Apply Online:** The entire admission process is accessible and must be completed in [myHB](#).

\_\_\_ **Although the due date for applications is January 24, we strongly recommend you complete these requirements much sooner.**

You can access all of these documents and information here:

<https://www.hb.edu/admission/apply>

# Hawken School

## **Hawken Application Checklist 2025-26**

\_\_\_ **Take the Independent School Entrance Exam (ISEE).** If you have not yet, you can register [here](#)

\_\_\_ **Sign the Authorization to Release School Records** and send it to Mr. Olmstead ([molmstead@urbancommunityschool.org](mailto:molmstead@urbancommunityschool.org)). This step is part of the online application process.

\_\_\_ **Before Christmas Break**, ask a Middle School core subject teacher to complete the Recommendation Form through the online application (1 of 2). (Core subjects are Math, Science, ELA or Social Studies)

\_\_\_ **Before Christmas Break**, ask another Middle School core subject teacher to complete the Recommendation Form through the online application (2 of 2).

\_\_\_ **Follow up** with the people writing your letters of recommendation to say thank you and be sure that the forms have been completed (**it is the student's responsibility to make sure they are sent and it is also part of the Online Application**).

\_\_\_ **Submit your Clarity financial aid application** [here](#)

\_\_\_ **Apply Online:** Create an account by clicking [here](#)

\_\_\_ **Although the due date for applications is January 16, we strongly recommend you complete these requirements much sooner.**

You can access all of these documents and information here:  
<https://www.hawken.edu/admission>



# Hawken Mastery School

## **Hawken Mastery School Application Checklist 2025-26**

\_\_\_ **Take the Independent School Entrance Exam (ISEE).** If you have not yet, you can register [here](#)

\_\_\_ **Submit your Clarity financial aid application** [here](#)

\_\_\_ **Apply Online:** Create an account by clicking [here](#)

\_\_\_ **Sign the Authorization to Release School Records** and send it to Mr. Olmstead ([molmstead@urbancommunityschool.org](mailto:molmstead@urbancommunityschool.org)). This step is part of the online application process.

\_\_\_ **Before Christmas Break,** ask a Middle School core subject teacher to complete the Recommendation Form through the online application (1 of 2). (Core subjects are Math, Science, ELA or Social Studies)

\_\_\_ **Before Christmas Break,** ask another Middle School core subject teacher to complete the Recommendation Form through the online application (2 of 2).

\_\_\_ **Follow up** with the people writing your letters of recommendation to say thank you and be sure that the forms have been completed (**it is the student's responsibility to make sure they are sent and it is also part of the Online Application**).

\_\_\_ **Although the due date for applications is January 12, we strongly recommend you complete these requirements much sooner.**

You can access all of these documents and information here:

<https://masteryschool.hawken.edu/admissions>

# Holy Name High School

## **Holy Name Application Checklist 2025-26**

\_\_\_ **Take the High School Placement Test (HSPT).** If you have not yet, you can register to take it at Holy Name [here](#).

\_\_\_ **Complete/Submit your FACTS application here:**

<https://online.factsmgt.com/aid>

(the Holy Name FACTS application is due December 1).

\_\_\_ **Sign the Authorization to Release School Records** and email or bring a physical copy to Mr. Olmstead ([molmstead@urbancommunityschool.org](mailto:molmstead@urbancommunityschool.org))

[Authorization to Release School Records](#)

\_\_\_ **Before Christmas Break**, ask a current 8th grade teacher (Mrs. Counihan or Ms. McDonough or Ms. Eberhart) to complete the Recommendation Form (1 of 2).

[Recommendation Form](#)

\_\_\_ **Before Christmas Break**, ask another teacher or school administrator to complete the Recommendation Form (2 of 2). Examples could be: Your advisory teacher, Mr. Hurley, Mr. B, Mrs. Witmer, Mr. Misiti, Ms. Michele, Specials teachers or Mr. K. [Recommendation Form](#)

\_\_\_ **Follow up** with the people writing your letters of recommendation to say thank you and be sure that the forms have been completed **(it is the student's responsibility to make sure they are sent)**.

\_\_\_ **Complete Application Form and Essays:** [Holy Name Application](#)

\_\_\_ **Schedule Interview** with Holy Name Principal (must bring a final report card and updated transcript to the meeting). Contact Holy Name Directly: (440)886-0300

\_\_\_ **Mail or email all documents by *Monday, January 22nd*** to:

Holy Name High School Director of Admissions  
6000 Queens Highway, Parma Heights, OH 44130

[rshurtleff@holynamehs.com](mailto:rshurtleff@holynamehs.com)

Fax: 440-886-1267

You can access all of these documents and information here:

<https://holynamehs.com/application>

Laurel School

## **Laurel Application Checklist 2025-26**

\_\_\_ **Take the Independent School Entrance Exam (ISEE).** If you have not yet, you can register here: [www.erblearn.org](http://www.erblearn.org)

\_\_\_ **Before Christmas Break,** ask your 8th grade Math teacher (Ms. McDonough) to complete the Recommendation Form through the online application (1 of 2).

\_\_\_ **Before Christmas Break,** ask your 8th grade English teacher (Ms. Eberhart) to complete the Recommendation Form through the online application (2 of 2).

\_\_\_ **Follow up** with the people writing your letters of recommendation to say thank you and be sure that the forms have been completed (**it is the student's responsibility to make sure they are sent and it is also part of the Online Application**).

\_\_\_ **Submit your Clarity financial aid application** [here](#) by January 19

\_\_\_ **Apply Online:** by clicking [here](#) or download the pdf here: [here](#)

\_\_\_ **Sign the Authorization to Release School Records** and send it to Mr. Olmstead ([molmstead@urbancommunityschool.org](mailto:molmstead@urbancommunityschool.org)). This step is part of the online application process.

\_\_\_ **Although the due date for applications is January 19, we strongly recommend you complete these requirements much sooner.**

You can access all of these documents and information here:

<https://www.laurelschool.org/admissions/apply/grades-6-12-application>

# Lutheran High School West

## **Lutheran West Application Checklist 2025-26**

\_\_\_ **Take the High School Placement Test (HSPT).** You can register to take it at Lutheran West here: [Lutheran West HSPT](#)

\_\_\_ **Submit your FACTS application here:** <https://online.factsmgt.com/aid>  
(The Lutheran West FACTS due date is December 31, but **strongly encourage** you to complete these tasks no later than **December 15.**)

\_\_\_ **Apply online** here: <https://www.lutheranwest.com/Apply.aspx>

\_\_\_ **Submit Records Request form** to Mr. Olmstead  
(molmstead@urbancommunityschool.org) **(part of the Online Application).**

\_\_\_ **Before Christmas Break,** ask a 7th or 8th grade core subject teacher for a Letter of Recommendation (1 of 2).

\_\_\_ **Before Christmas Break,** ask another 7th or 8th grade teacher for a Letter of Recommendation (2 of 2).

\_\_\_ **Follow up** with the people writing your letters of recommendation to say thank you and be sure that the forms have been completed **(it is the student's responsibility to make sure they are sent and it is also part of the Online Application).**

\_\_\_ Although Lutheran West has a rolling admissions process, I highly recommend completing these application as soon as possible if this is your first choice school.

Lutheran West Admissions Office:  
**Email:** Admissions@LutheranWest.com  
**Admissions Office:** 440-799-8328  
Ms. Miranda Pflaum '15  
Vice Principal of Admissions & Enrollment  
[mpflaum@lutheranwest.com](mailto:mpflaum@lutheranwest.com)

You can access all of these documents and information here:  
<https://www.lutheranwest.com/Admissions>



# Magnificat High School

## **Magnificat Application Checklist 2025-26**

\_\_\_ **Submit your FACTS application here:** <https://online.factsmgt.com/aid>

(the Magnificat FACTS application is due November 15).

If you have not completed this, please do so now in order to be considered for financial aid.

\_\_\_ **You are strongly encouraged to complete the application process through this portal:** [Click here](#) to create a MyMHS account by completing an Inquiry Form. If you already have a MyMHS account, [click here](#) to log in.

To complete this process on paper, please use the following forms:

\_\_\_ **Complete the Application here:** [Mags Application PDF](#)

\_\_\_ **Submit Records Request form** and email or bring a physical copy to Mr. Olmstead ([molmstead@urbancommunityschool.org](mailto:molmstead@urbancommunityschool.org)): [Mags Record Request](#)

\_\_\_ **Before Christmas Break**, ask Ms. McDonough (current/8th grade Math teacher) to complete the Teacher Recommendation (1 of 2): [Mags Math Teacher Recommendation](#)

\_\_\_ **Before Christmas Break**, ask Ms. Eberhart (current/8th grade ELA teacher) to complete the Teacher Recommendation (2 of 2): [Mags ELA Teacher Recommendation](#)

\_\_\_ **Follow up** with the people writing your letters of recommendation to say thank you and be sure that the forms have been completed (**it is the student's responsibility to make sure they are sent**).

\_\_\_ **Submit full application by January 20 to:**

Office of Enrollment  
Magnificat High School  
20770 Hilliard Blvd.  
Rocky River, OH 44116  
Phone 440.331.1572  
Fax 440.895.2045  
[admission@maghs.org](mailto:admission@maghs.org)

You can access all of these documents and information here:

<https://www.magnificaths.org/admissions/how-to-apply>

# Padua Franciscan High School

## **Padua Application Checklist 2025-26**

\_\_\_ **Take the High School Placement Test (HSPT).** If you have not yet, you can register here: <https://paduafranciscan.com/placement-test/>

\_\_\_ **Submit your FACTS application here:** <https://online.factsmgt.com/aid>  
(the Padua FACTS application was due November 15).  
If you have not completed this, please do so now in order to be considered for financial aid.

\_\_\_ **Apply Online:** Create a MyPad account by clicking here: [Padua Inquiry Form](#) If you already have a MyPad account, [click here to login](#).

\_\_\_ **Sign the Authorization to Release School Records** and send it to Mr. Olmstead ([molmstead@urbancommunityschool.org](mailto:molmstead@urbancommunityschool.org)). This step is part of the online application process.

\_\_\_ **Before Christmas Break,** ask a Middle School core subject teacher to complete the Recommendation Form through the online application (1 of 2). (Core subjects are Math, Science, ELA or Social Studies).

\_\_\_ **Before Christmas Break,** ask another Middle School core subject teacher to complete the Recommendation Form through the online application (2 of 2).

\_\_\_ **Follow up** with the people writing your letters of recommendation to say thank you and be sure that the forms have been completed (**it is the student's responsibility to make sure they are sent and it is also part of the Online Application**).

\_\_\_ **Although the due date for applications is January 20, we strongly recommend you complete these requirements much sooner.**

You can access all of these documents and information here:  
<https://paduafranciscan.com/admissions-process/> o

# St. Ignatius High School

## **St. Ignatius Application Checklist 2025-26**

\_\_\_ **Create your Online Account** here:

<https://www.ignatius.edu/how-to-apply/i-apply-admissions-portal>

\_\_\_ **Take the High School Placement Test (HSPT)**. All HSPT scores from tests taken at Saint Ignatius are already on file, so you do not need to re-submit those scores. However, you are welcome to upload any additional HSPT test scores taken at other schools to your I-Apply account.

\_\_\_ **Submit your FACTS application** here: <https://online.factsmgt.com/aid>  
(the St. Ignatius FACTS application is due November 1).

\_\_\_ **Submit a non-Diocesan application form** on [I-Apply](#), Ignatius' admissions portal here: <https://www.ignatius.edu/how-to-apply/i-apply-admissions-portal>

\_\_\_ **Sign the Authorization to Release School Records** and email or bring a physical copy to Mr. Olmstead ([molmstead@urbancommunityschool.org](mailto:molmstead@urbancommunityschool.org)). This step is part of the I-Apply process.

\_\_\_ **Before Christmas Break**, ask a current 8th grade core subject teacher (Mrs. Counihan or Ms. McDonough or Ms. Eberhart) to complete the Recommendation Form through I-Apply. (Core subjects are Math, Science, ELA or Social Studies)

\_\_\_ **Follow up** with the people writing your letters of recommendation to say thank you and be sure that the forms have been completed (**it is the student's responsibility to make sure they are sent and it is also part of the Online Application**).

\_\_\_ **Although the due date for applications is January 28, we strongly recommend you complete these requirements much sooner.**

You can access all of these documents and information here:

<https://www.ignatius.edu/how-to-apply>

# Saint Joseph Academy

## **Saint Joseph Academy Application Checklist 2025-26**

\_\_\_\_ **Take the High School Placement Test (HSPT).** If you have not yet, you can register [here](#).

\_\_\_\_ **Submit your FACTS application here:** <https://online.factsmgt.com/aid>  
(the Saint Joseph FACTS application is due November 7).

\_\_\_\_ **Sign the Authorization to Release School Records** and email or bring a physical copy to Mr. Olmstead ([molmstead@urbancommunityschool.org](mailto:molmstead@urbancommunityschool.org)):  
[Records Release](#)

\_\_\_\_ **Before Christmas Break**, ask a Middle School core subject teacher to complete the Letter of Recommendation Form: [Letter of Recommendation](#) (Core subjects are Math, Science, ELA or Social Studies)

\_\_\_\_ **Follow up** with the people writing your letters of recommendation to say thank you and be sure that the forms have been completed **(it is the student's responsibility to make sure they are sent)**.

\_\_\_\_ **Complete Application Form and Essays here:** [SJApplication](#)

\_\_\_\_ **Mail or email all documents by 3pm on Friday, January 23 to:**

The Admission Office Saint Joseph Academy  
3470 Rocky River Drive Cleveland, OH 44111 Phone:  
216.251.4868 Fax: 216.472.0101  
email: [dfogarty@sjastudents.org](mailto:dfogarty@sjastudents.org)

You can access all of these documents and information here:

<https://www.sja1890.org/admission/apply>



## Applying from a Public or Non-Catholic Private Elementary School

1. Create a parent/guardian MySJA account
2. Saint Joseph Academy Application: Students from public/private schools need to complete the Saint Joseph Academy application in their parent/guardian's MySJA account.
3. Official Records from 6-8th grade: The applicant's parent/guardian must download the [Records Release Form](#) and forward the form to their daughter's current school so records may be released to Saint Joseph Academy.
4. Letter of Recommendation: A Recommendation Letter from a current teacher must be submitted directly to the Admission Office.
5. High School Placement Test: The High School Placement Test (HSPT) is required for admission consideration. The HSPT can be taken at Saint Joseph Academy or another area high school. Parents/guardians are responsible for sending HSPT scores from other high schools to Saint Joseph Academy's Admission Office.
6. Admission Decision: Upon receipt of an application, the student's information is reviewed using the same criteria stated above. If acceptance of a particular student is in question, her school may be contacted prior to the final decision.

The first round of admission decisions will be released in February 2026.  
Applications received after February 1, 2026 will be reviewed on a rolling basis.

# Saint Edward High School

## **St. Edward Application Checklist 2025-26**

\_\_\_ **Take the High School Placement Test (HSPT).** You can register to take the test at St. Eds [here](#)

\_\_\_ **Submit your FACTS application here:** <https://online.factsmgt.com/aid>  
(the St. Edward FACTS application is due November 15).

\_\_\_ **Apply online here:** <https://www.sehs.net/applyonline>

\_\_\_ **Sign the Authorization to Release School Records** and send it to Mr. Olmstead ([molmstead@urbancommunityschool.org](mailto:molmstead@urbancommunityschool.org)). This step is part of the online application process (Koolu App).

\_\_\_ **Before Christmas Break**, ask a current 8th grade core subject teacher (Mrs. Counihan or Ms. McDonough or Ms. Eberhart) to complete the Recommendation Form through the Koolu App (1 of 2). (Core subjects are Math, Science, ELA or Social Studies)

\_\_\_ **Before Christmas Break**, ask a *different* 8th grade core subject teacher to complete the Recommendation Form through the Koolu App (2 of 2).

\_\_\_ **Follow up** with the people writing your letters of recommendation to say thank you and be sure that the forms have been completed (**it is the student's responsibility to make sure they are sent and it is also part of the Online Application**).

\_\_\_ **Although the due date for applications is January 17, we strongly recommend you complete these requirements much sooner.**

**St. Edward High School Office of Admission**

**Email:** [admission@sehs.net](mailto:admission@sehs.net)

**Phone:** 216.521.2204.

You can access all of these documents and information here:

<https://admission.sehs.net/>

# Saint Martin de Porres High School

## **St. Martin de Porres Application Checklist 2025-26**

\_\_\_\_ **Complete the Online Application:** [St. Martin Online Application](#)

\_\_\_\_ **Submit Records Request form** to Mr. Olmstead  
(molmstead@urbancommunityschool.org) **(part of the Online Application).**

\_\_\_\_ **Before Christmas Break**, ask Ms. McDonough (current/8th grade Math teacher) to complete the Feedback Form (1 of 2).

\_\_\_\_ **Before Christmas Break**, ask Ms. Eberhart (current/8th grade ELA teacher) to complete the Feedback Form (2 of 2).

\*For your convenience, this Feedback Form should be emailed directly to school staff by the applicant as part of the Online Admissions Application and will be automatically forwarded to Saint Martin de Porres High School upon completion.

\_\_\_\_ **Follow up** with the people writing your letters of recommendation to say thank you and be sure that the forms have been completed **(it is the student's responsibility to make sure they are sent).**

\_\_\_\_ Although there is no specific application deadline, we **strongly encourage** you to complete these tasks no later than **December 16.**

\_\_\_\_ **Schedule Admissions Interview** (St. Martin will reach out to you to schedule once the application is complete and submitted).

You can access all of these documents and information  
here: <https://www.saintmartincleveland.org/admissions/how-to-apply>

# Trinity High School

## **Trinity Application Checklist 2025-26**

\_\_\_\_ **Create your portal here:** [https://ths.fsenrollment.com/users/sign\\_in](https://ths.fsenrollment.com/users/sign_in)

\_\_\_\_ **Take the STAR placement test at Trinity** If you have not yet, you can register here: <https://www.ths.org/admissions/exam>

\_\_\_\_ **Submit your FACTS application here:** <https://online.factsmgt.com/aid>  
(the Trinity FACTS application is due December 1).

\_\_\_\_ **Before Christmas Break**, ask a 7th or 8th grade teacher or school administrator for a letter of recommendation. They will be using this form: [Trinity Recommendation Form!](#)

\_\_\_\_ **Before Christmas Break**, ask another 7th or 8th grade teacher or school administrator for a letter of recommendation. They will be using this form: [Trinity Recommendation Form!](#)

\_\_\_\_ **Follow up** with the people writing your letters of recommendation to say thank you and be sure that the forms have been completed (**it is the student's responsibility to make sure they are sent**).

\_\_\_\_ **Request a transcript of academic record for grades 6-8 from their grade school.** A Transcript Release Form is also included in the application PDF. Please bring a signed copy to Mr. O at UCS. This transcript will be emailed from UCS directly to Trinity.

\_\_\_\_ **Complete the Trinity High School Application** (via the portal)

\_\_\_\_ **Print your completed application and mail** pages 2-3 along with your responses to the essay by questions by **January 31** to:

Trinity High School, Attn: Director of Admissions  
12425 Granger Road  
Garfield Heights, Ohio 44125

You can access all of these documents and information here:

<https://www.ths.org/cms/One.aspx?portalId=12160598&pageId=12416734>

University School



## **University School Application Checklist 2025-26**

\_\_\_ **Create an account** by clicking [here](#)

\_\_\_ **Take the Independent School Entrance Exam (ISEE).** If you have not yet, you can register [here](#)

\_\_\_ **Submit your Clarity financial aid application** [here](#) This is due **January 16**

\_\_\_ **Sign the Authorization to Release School Records** and send it to Mr. Olmstead ([molmstead@urbancommunityschool.org](mailto:molmstead@urbancommunityschool.org)). This step is part of the online application process.

\_\_\_ **Before Christmas Break**, ask a Middle School core subject teacher to complete the Recommendation Form through the online application (1 of 2). (Core subjects are Math, Science, ELA or Social Studies)

\_\_\_ **Before Christmas Break**, ask another Middle School core subject teacher to complete the Recommendation Form through the online application (2 of 2).

\_\_\_ **Follow up** with the people writing your letters of recommendation to say thank you and be sure that the forms have been completed (**it is the student's responsibility to make sure they are sent and it is also part of the Online Application**).

\_\_\_ **Apply Online**

\_\_\_ **Although the due date for applications is January 23, we strongly recommend you complete these requirements much sooner.**

You can access all of these documents and information here:

<https://www.us.edu/admission/application-process/grades-9-12>