



2019-2020 ADMISSIONS INFORMATION AND TESTING GUIDE

Prepared for

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

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

Criteria for Admission

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. Placement test results must be submitted to the high school before the high school application will be considered for official review, unless otherwise noted in the *Schedule of Placement Testing for All Archdiocese of Washington Catholic High Schools* (on pages 15-18 of this guide). Don Bosco Cristo Rey High School will also have income and other admissions criteria requirements pertaining to its unique work-study mission.

Student Recruitment

Catholic high schools may communicate, host events and conduct activities that engage prospective students and parent/guardians in the admissions process. Catholic high schools may not communicate or conduct meetings and/or events, beginning on the date of their application deadline until their decision notification date, unless all applicants are included. Catholic high schools may conduct certain meetings and activities during this time with applicant(s) strictly for the purpose of furthering or considering a student's application for admission. Events held for the purpose of offering admission, or infer of an offer of admission, to an applicant is not permitted. For clarification about the types of activities, events, or meetings that are allowed at a particular time during the admissions cycle, please contact the (301) 853-4531.

Communication between Catholic Schools

Communication between Catholic high schools and Catholic elementary schools is an important aspect of collaboration in support of 8th grade student matriculation into a Catholic high school. Catholic high school admission directors may communicate with elementary school principals should there be any questions pertaining to a student's application. Per ADW *Policies for Catholic Schools* (#3518), "Prior to finalizing admissions decisions and releasing decision information to families, admission directors shall contact Archdiocesan elementary school chief administrators and report admission decisions pertinent to the Catholic high school." Elementary school principals will hold all communications with admissions directors to be confidential.

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. Archdiocesan schools shall not discriminate on the basis of race, sex (unless traditionally a single sex school), sexual orientation, national origin or age, in accordance to the law.

Notice of Acceptance

Notices of acceptance or non-acceptance will be mailed via U.S. Mail to students by Catholic high schools in the Archdiocese of Washington on Thursday, February 20, 2020 or on Thursday, February 27, 2020. The specific notification date for each Catholic high school will be included in its admission materials. Each school also will provide students with the information to complete registration for fall 2020.

- A. Notifications will be released at 12 noon according to the aforementioned dates, by U.S. Mail.
- B. Notifications may be released beginning at 3:00 p.m. on Friday, February 21, 2020 or on Friday, February 28, 2020 by email.
- C. Notifications may be released beginning at 3:00 p.m. on Friday, February 21, 2020 or on Friday, February 28, 2020 by telephone call.
- D. School must disseminate all decision notifications on the same date selected by the school.

This document is intended for the internal communication between Archdiocesan elementary schools and Catholic high schools in the Archdiocese of Washington. By signature, the schools acknowledge their commitment to abide by the guidelines and dates provided herein.

High School Registration

Upon notification of acceptance, Catholic high schools may not require students to accept an offer of admission any earlier than Friday, March 13, 2020.

- A. A newly admitted student may elect to accept the offer of admission from a Catholic high school and register at any time.
- B. Catholic high schools may host events to welcome and provide additional information to newly admitted students; however, registration may not be the purpose of such events.
- C. Catholic high schools may request students who have been offered a merit scholarship to notify the school of their intention to decline the scholarship, as soon as possible.

Archdiocesan Tuition Assistance

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

TADS administers the application process for the Archdiocesan Tuition Assistance Program. The TADS Application Form for the 2020-2021 school year must be completed and submitted to TADS by **December 1, 2019**, for families applying for tuition assistance from the archdiocese for a high school student. The form may be obtained in September 2019 at www.adwcatholicschools.org/tuition-assistance. Please note that online applications for tuition assistance are preferred. 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, DC and the five Maryland counties of Calvert, Charles, Montgomery, Prince George's, and St. Mary's.

Archdiocesan tuition assistance decision letters will be delivered via email to all applicants on Friday, February 28, 2020. Catholic high schools will be provided with access to the archdiocesan tuition assistance award report for their school no later than Wednesday, February 26, 2020. Catholic high schools may not disclose archdiocesan tuition assistance decisions prior to applicants receiving their decision letter from the archdiocese.

For help with tuition assistance, funding, and education resources, please call 301-853-5356, or send a message to tuitionassistanceprogram@adw.org.

CATHOLIC HIGH SCHOOL VISITS TO CATHOLIC ELEMENTARY SCHOOLS

Overview

In accordance with the *Protocol for Catholic High School Visits to Elementary Schools*, each fall, Catholic high school representatives may visit Catholic elementary schools to provide a 20-minute presentation about the high school. These visits provide Catholic elementary school 8th grade students with opportunities to learn more about the Catholic high schools in the archdiocese. Parents and/or guardians should be invited to attend the visit(s).

The high school visit program exists through a mutual agreement between the Elementary School Principals Association and the High School Principals Association. The schedule for these visits is prepared during the summer, in consultation with Catholic elementary school principals and Catholic high school admissions directors. In an effort to minimize, the interruption of instructional time, Catholic elementary schools will host a minimum of fourteen Catholic high school visits from Catholic high schools in the Archdiocese of Washington. The Catholic Schools Office facilitates preparation of the schedule for these visits. High school visits are conducted at elementary schools early in the fall, typically from early September through late October.

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 socioeconomic populations.
- High school presentations should include information about:
 - The 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. Please use them only if there is an exceptional situation or if feedback is warranted. Completed forms should be returned to the Assistant Superintendent for Advancement and Enrollment Management.

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Guidelines for Catholic Elementary Schools

- Elementary schools will allow a minimum of fourteen (14) high schools from the Archdiocese of Washington to visit students.
- Elementary schools may select high schools to be invited to visit students. If a high school is unable to accept an elementary school invitation, the visit may count toward the fourteen-school minimum at the discretion of the elementary school principal.
- 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 president.
- Elementary school faculty and staff are asked not to wear promotional apparel of Catholic high schools during high school visits.
- A Catholic high school from another diocese may visit an archdiocesan elementary school at the discretion of the elementary school principal. Elementary school principals and classroom teachers must ensure that visiting high schools adhere to the same guidelines provided for Archdiocese of Washington Catholic high schools.
- Non-Catholic schools are not permitted to visit archdiocesan elementary schools.
- A feedback form is available (Appendix A), but its use is optional. Please use them only if there is an exceptional situation or if feedback is warranted. Completed forms are to be returned to the Assistant Superintendent for Advancement and Enrollment Management.

Catholic high school visit schedules will be provided in mid-August 2019. If you have any questions regarding the protocol for the high school visits, please contact the Assistant Superintendent for Advancement and Enrollment Management **at 301-853-4531 or wwilliams@adw.org**.

CATHOLIC HIGH SCHOOL FAIR

The Catholic High School Fair will be held on Saturday, April 25, 2020. The fair provides an opportunity 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 display; students and their families may stop by at any time during the fair to meet high school representatives, pick up informational materials, and learn about the admissions process and tuition assistance.

A Learning Center Fair is provided during the Catholic High School Fair. The Learning Center Fair is for families with students who have learning differences. Only those Catholic high schools that offer programs for students with learning differences will be available in the Learning Center Fair.

The Catholic Schools Office will provide promotional materials for the Catholic High School Fair will be provided to all Catholic elementary and middle schools. The promotional materials are to be displayed and distributed to 6th and 7th grade students and parents at the appropriate time. Information about the Catholic High School Fair will be available online at www.adwcatholicschools.org in September 2019.

ELECTRONIC MARKETING Catholic high schools that utilize student/parent email addresses that are provided by the Catholic Schools Office must ensure that all unsolicited communications provide an "opt out" feature for the recipient. If a recipient elects to opt out, the Catholic high school must ensure that the recipient does not receive additional electronic communications from the school unless requested.

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HSPT 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 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.

Scholastic Testing Service, Inc. (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 11 of the Catholic high schools in the Archdiocese of Washington consider when reviewing students' applications to their schools, although 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*.

Registration Process for Students Attending Archdiocese of Washington Catholic Schools Administering the High School Placement Test

The HSPT for students attending Archdiocese of Washington Catholic schools will be administered at their schools on **Wednesday, November 20, 2019**. All students attending a Catholic elementary school must register to take the HSPT through their elementary schools by completing the *online HSPT Registration Form*. Only students applying to Catholic high schools that require the HSPT are required to register to take the test.

Principals in Archdiocese of Washington schools share the web link to the *online HSPT Registration Form* with the parents/guardians of 8th grade students. Parents/guardians complete registration and payment for the test online, and a confirmation letter is sent to the parent/guardian's email address.

Online test registration opens on **Wednesday, September 4, 2019**. Test registration and payment must be submitted by **Sunday, November 3, 2019**. The registration fee is based on the number of HSPT schools to which a student will apply:

❖ **\$45:** test scores are sent to up to three schools in the Archdiocese of Washington;

Please note the following fees for additional school selections:

- **+\$15:** Students may apply to more than three high schools in the Archdiocese of Washington. The cost to send the student's score report is \$15 for each additional school selected.
- **+\$15:** test score is sent to one additional school in the Archdiocese of Baltimore or the Diocese of Arlington.

Accommodations

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 the Director for Special Education, upon request.

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High School Choice(s)

Archdiocesan elementary school principals will provide 8th grade students an *Authorization to Release Records* form to be completed and returned to the student's classroom teacher. Parents/guardians must:

- Indicate the schools on the form to which their child intends to apply for admission in fall, 2020;
- Sign the form authorizing the elementary school to release their child's records to the schools; and
- Return the form with the HSPT registration confirmation letter to the child's 8th grade teacher by **Monday, November 18, 2019**.

In addition to completing the *Authorization to Release Records* form, school selections must also be submitted on the *online HSPT Registration Form* during the High School Choice window. *The online form* identifies the Catholic high schools in the archdiocese that use the HSPT as part of their admissions process. Students and their parents/guardians select the high schools to receive the results of the HSPT online. The High School Choice(s) window opens on **Monday, November 18, 2019 and closes on Sunday, December 15, 2019**. If changes are made to high school selections provided on the *Authorization to Release Records* form, the form must be updated and re-submitted to the child's 8th grade teacher.

Test Date and Make-Up Testing

Students take the HSPT at their schools on **Wednesday, November 20, 2019**. To reschedule due to illness, parents/guardians must contact the school principal. The make-up test may be scheduled on or before December 4, 2019. For an extended illness, parents/guardians must call 301-853-5387 or send a request to HSPT@adw.org, to register for the January make-up test.

Registration Process for Students Not Attending Catholic Schools Administering The High School Placement Test

All students must register to take the HSPT. **No walk-ins are permitted.** Registration deadlines are noted below.

Students attending schools that do not administer the HSPT may (1) register and pay for the HSPT online at www.adwcatholicshools.org or (2) complete the *HSPT Registration Form* available online or from any Catholic high school in the archdiocese, and mail the form with the registration fee (check or money order). Please note the fee schedule to send test scores:

❖ **\$60:** test scores are sent to up to three schools in the Archdiocese of Washington;

Please note the following fees for additional school selections:

- **+\$15:** Students may apply to more than three high schools in the Archdiocese of Washington. The cost to send the student's score report is \$15 for each additional school selected.
- **+\$15:** test score is sent to one additional school in the Archdiocese of Baltimore or the Diocese of Arlington.

Mail-in registrations: For the Saturday, December 7, 2019 test date, the completed HSPT registration (including payment) **must be received by Friday, November 22, 2019**. For the Saturday, December 14, 2019 test date, the completed HSPT registration (including payment) **must be received by Friday, November 29, 2019**. The *unpublicized* third test date is Saturday, January 11, 2020. The completed HSPT registration (including payment) **must be received by Friday, December 27, 2019**.

Mail-in registrations must be addressed to:

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

Online registrations: Registration closes the Sunday prior to the test date. For the Saturday, December 7, 2019 test date, the completed HSPT online registration (including payment) **must be completed online by Sunday, December 1, 2019.** For the Saturday, December 14, 2019 test date, the completed HSPT online registration (including payment) **must be completed online by Sunday, December 8, 2019.** For the *unpublicized* Saturday, January 11, 2020 test date, the completed HSPT online registration (including payment) **must be completed online by Sunday, January 5, 2020.**

High School Choice(s)

The *online HSPT Registration Form* identifies the Catholic high schools in the archdiocese that use the HSPT as part of their admissions process. Students and their parents/guardians select the high schools to receive the results of the HSPT online. The High School Choice(s) window opens on **Monday, November 18, 2019.** High school selections must be made online before the close of the High School Choice(s) window on **Sunday, December 15, 2019.**

Testing Dates, Times and Locations

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

Saturday, December 7, 2019

Academy of the Holy Cross	4920 Strathmore Ave., Kensington, MD
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
St. Mary's Ryken High School	22600 Camp Calvert Road, Leonardtown, MD

Saturday, December 14, 2019

Archbishop Carroll High School	4300 Harewood Road, NE, Washington, DC
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. Vincent Pallotti High School	113 St. Mary's Place, Laurel, MD

Unpublicized Test Date: Saturday, January 11, 2020

Georgetown Visitation Prep School	1524 35 th Street NW, Washington DC
Our Lady of Good Counsel	17301 Old Vic Boulevard, Olney MD
Bishop McNamara High School	6800 Marlboro Pike, Forestville, MD
St. Mary's Ryken High School	22600 Camp Calvert Road, Leonardtown, MD

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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 301-853-5387 for testing updates. Please listen to the news or visit www.adwcatholicschool.org for weather postponement updates. Make-up test dates are as follows:

Test Date: December 7, 2019	-	Severe Weather Test Date: December 14, 2019
Test Date: December 14, 2019	-	Severe Weather Test Date: December 21, 2019
Test Date: January 11, 2020	-	Severe Weather Test Date: January 18, 2020

*** 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, the parent/guardian must call 301-853-5387 or send a message to HSPT@adw.org, no later than the Monday following the missed test date.

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
- Registration confirmation letter
- Calculator, if the student has been approved to receive this testing accommodation

Accommodations for Students with Special Needs

The Archdiocese of Washington has an inclusive philosophy for accommodating students. All testing sites will offer both regular and accommodated testing conditions. The high school sites for HSPT will be assigned proctors from the Catholic Schools Office to provide testing accommodations.

Parents/guardians are required to provide appropriate documentation (see list of documents) of their child's accommodation needs with their *HSPT Registration Form*. Documentation must be submitted at least 2 weeks prior to the test date in order to ensure accommodations can be arranged between the Catholic Schools Office and high school testing sites. **Therefore, documentation must be received by Friday, November 22, 2019 for the December 7, 2019 testing date, and by Friday, November 29, 2019 for the December 14, 2019 testing date.**

Appropriate documentation may be uploaded to the registration site. Those who do not submit the appropriate documentation may not be provided testing accommodations. Parents/guardians will receive a confirmation of the approved accommodations via email from the Director for Special Education. 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 the **Director for Special Education at 301-853-4569.**

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HSPT Testing Materials

For Catholic Elementary Schools Administering the HSPT:

Students must complete test registration in advance. Only students registered in advance will be permitted to take the test. The Catholic Schools Office will provide a list of registered students to the school principal and test administrator, weekly via email, starting two weeks after the registration window opens, or upon request. A final list will be provided in December, after the close of the High School Choice(s) window. The list, which will include the registration confirmation ID# for each student, should be kept on file at the school. The correct confirmation ID# must be “bubbled-in” on each student’s answer sheet to ensure that the students’ scores are reported accurately.

STS mails HSPT order forms to Catholic elementary schools in September. Schools are advised to order enough testing materials for all students in the 8th grade class. Catholic elementary schools fax the *Elementary Order Form* to STS by October 30, 2019. The Catholic Schools Office, c/o Scholastic Testing Service, Inc., will provide each Catholic elementary school with an Interpretive Manual, HSPT directions, test booklets, and answer sheets. Catholic elementary schools mail completed HSPT answer sheets to STS by November 25, 2019. All HSPT test booklets, test instructions, and related materials must be returned to Scholastic Testing Services, Inc. after each test administration.

For Catholic High School Test Sites:

The Catholic Schools Office will provide a list of registered students to the high school test administrator, weekly via email, starting two weeks after the registration window opens, or upon request. The final list of registered students for each test site will be published 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.

STS mails HSPT order forms to participating Catholic high schools in September. High schools are expected to order enough materials to satisfy the school’s stated site capacity. High schools fax the *High School Order Form* to STS by October 30, 2019. The Catholic Schools Office, c/o Scholastic Testing Service, Inc., will provide each participating Catholic high school with an Interpretive Manual, HSPT directions, test booklets, and answer sheets in November. All HSPT answer sheets, test booklets, test instructions, and related materials must be mailed to Scholastic Testing Services, Inc. on the Wednesday following each test administration.

HSPT Preparation 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.

Distribution of HSPT Results

Catholic Elementary Schools

STS will provide the following information, 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
- One set of score labels

Parents/Guardians

All parents/guardians of students taking the HSPT in December and January will receive a copy of their child's HSPT scores via email, in January 2020. On the HSPT registration form, parents/guardians may request at the time of registration to have the scores sent via U.S. Mail to the address on the registration form. All test results will be emailed and mailed on the same day from Scholastic Testing Services, Inc. Electronic results will be emailed from reports@ststesting.com. Scores will not be released until all archdiocesan testing is completed and all scores are available for release. **Catholic schools are not permitted to release students' scores.**

Catholic High Schools

STS will provide the following information 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 score labels
- Student Data File (.csv) - *emailed to high schools*

Timeline for Catholic Elementary Schools Administering the HSPT

- June 2019: Catholic Schools Office provides the *2019-2020 High School Admissions and Testing Guide* to Catholic elementary schools.
- Sept. 4: HSPT online test registration opens. The special registration link is posted in mid-summer ***Friday Update*** and on the principals' website. Principals share the registration link with their 8th grade families. Families complete online test registration and payment. See page 5 for registration fees.
- Sept. 20: STS mails HSPT order forms to Catholic elementary schools.
- Oct. 30: Catholic elementary schools will fax the *Elementary Order Form* to STS by this date.
- Nov 3: HSPT online registration closes.
- Nov. 7: STS sends Catholic elementary schools HSPT test booklets, instructions and answer sheets.
- Nov. 18: Window for selecting High School Choice(s) opens. Families return to the HSPT registration page to make high school selections online.
- Nov 18: Students return the *Authorization to Release Records Form* to their 8th grade teacher along with a copy of their HSPT registration confirmation letter.
- Nov. 20: HSPT administered in all archdiocesan elementary schools.
- Nov. 25: Catholic elementary schools forward completed HSPT answer sheets to STS, and all HSPT test booklets, test instructions, and related materials.
- Dec. 15: Window for selecting High School Choice(s) closes on this date. Window for High School choice(s) Modification closes
- Dec. 18: *Confidential Student Information Form* due to high schools.
- Dec. 31: STS sends score reports to Catholic elementary schools, Catholic high schools, the Catholic Schools Office.
- Jan. 2020 STS sends all HSPT score reports to parents/guardians via electronic mail. Requests for scores to be mailed will be accepted on the HSPT registration form. All test results will be emailed and mailed on the same day from STS.

Timeline for Catholic High School Testing Sites

- June. 2019: Catholic Schools Office provides the *2019-2020 High School Admissions and Testing Guide* to Catholic elementary schools.
- Aug.-Sept.: 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.
- Sept. 20: STS mails the order forms to the high schools.
- Oct. 30: Catholic high schools that serve as HSPT testing sites fax or mail the *High School Order Form* to STS by this date.
- Nov. 8: The Catholic high schools serving as HSPT testing sites on December 7, receive HSPT test booklets, test instructions, and answer sheets from STS.
- Nov. 15: The Catholic high schools serving as HSPT testing sites on December 7, receive HSPT test booklets, test instructions, and answer sheets from STS.
- Nov. 18: Window for selecting High School Choice(s) opens. Families return to the HSPT registration page to make high school selections online.
- Dec. 4: Catholic Schools Office sends a final alphabetical list of all students registered to take the HSPT on December 7, by test site, to the Catholic high schools serving as testing sites on December 7.
- Dec. 7: HSPT administered to students not attending Catholic elementary schools in the Archdiocese of Washington at the following Catholic high schools. Testing accommodations will be provided at all testing locations.
- Academy of the Holy Cross
 - DeMatha Catholic High School
 - Georgetown Visitation Preparatory High School
 - Gonzaga College High School
 - Our Lady of Good Counsel High School
 - St. Mary's Ryken High School
- Dec. 11: HSPT testing coordinators for each of the December 7 Catholic high school testing sites provide the Catholic Schools Office with the names and titles of HSPT proctors in the payment request for their school.
- Dec. 11: Catholic high schools that served as HSPT testing sites on December 7 forward completed HSPT answer sheets to STS, and all HSPT test booklets, test instructions, and related materials.
- Dec. 11: Catholic Schools Office sends a final alphabetical list of all students registered to take the HSPT December 14, by test site, to the Catholic high schools serving as testing sites on December 14.

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- Dec. 14: HSPT administered to students not attending Catholic elementary schools in the Archdiocese of Washington at the following Catholic high schools. Testing accommodations will be provided at all testing locations:
- Archbishop Carroll High School
 - Bishop McNamara High School
 - Elizabeth Seton High School
 - St. John’s College High School
 - St. Vincent Pallotti High School
- Dec. 15: Window for selecting High School Choice(s) closes on this date. Window for High School choice(s) Modification closes.
- Dec. 18: HSPT testing coordinators for each of the December 14 Catholic high school testing sites provide the Catholic Schools Office with the names and titles of HSPT proctors in the payment request for their school.
- Dec. 18: Catholic high schools that served as HSPT testing sites on December 14 forward completed HSPT answer sheets to STS, and all HSPT test booklets, test instructions, and related materials.
- Dec. 31: STS sends score reports to Catholic high schools and the Catholic Schools Office.
- Jan. 2020: STS sends all HSPT score reports to parents/guardians via electronic mail. Requests for scores to be mailed will be accepted on the HSPT registration form. All test results will be emailed and mailed on the same day from STS.

Timeline for Students Not Attending a Catholic School Administering The High School Placement Test

- Oct. 1: HSPT online registration opens at www.adwcatholicschools.org and *HSPT Registration Forms* are available online and at all Catholic high schools in the Archdiocese of Washington.
- Nov. 22: Mail-in registration deadline for the December 7 test. *HSPT Registration Form* **must be received** by the Catholic Schools Office with a check or money order, payable to the Archdiocese of Washington. See page 6 for registration fees.
- Registration confirmation and pre-test information mailed upon receipt of registration and payment.
- Nov. 29: Mail-in registration deadline for the December 14 test. *HSPT Registration Form* **must be received** by the Catholic Schools Office with a check or money order, payable to the Archdiocese of Washington. See page 6 for registration fees.
- Registration confirmation and pre-test information mailed upon receipt of registration and payment.
- Dec. 1: Online registration and payment deadline for the December 7 test. See page 6 for registration fees.
- Registration confirmation and pre-test information emailed upon receipt of registration and payment.

- Dec. 7: HSPT is administered to students not attending Catholic elementary schools in the Archdiocese of Washington at the following Catholic high schools. Testing accommodations will be provided at all testing locations.
- Academy of the Holy Cross
 - DeMatha Catholic High School
 - Georgetown Visitation Preparatory High School
 - Gonzaga College High School
 - Our Lady of Good Counsel High School
 - St. Mary's Ryken High School
- Dec. 8: Online registration and payment deadline for the December 14 test. See page 6 for registration fees.
- Registration confirmation and pre-test information emailed upon receipt of registration and payment.
- Dec. 14: HSPT is administered to students not attending Catholic elementary schools in the Archdiocese of Washington at the following Catholic high schools. Testing accommodations will be provided at all testing locations:
- Archbishop Carroll High School
 - Bishop McNamara High School
 - Elizabeth Seton High School
 - St. John's College High School
 - St. Vincent Pallotti High School
- Dec. 15: Window for selecting High School Choice(s) closes on this date.
- Dec. 31 & Jan. 2020: STS sends score reports to the Catholic high schools and Catholic Schools Office on or about these dates
- Jan. 2020: STS sends all HSPT score reports to parents/guardians via electronic mail. Requests for scores to be mailed will be accepted on the HSPT registration form. All test results will be emailed and mailed on the same day from STS.

Schedule of Placement Testing for All Archdiocese of Washington Catholic High Schools

High schools will host the administration of the placement test on the date shown. Results from the placement test must be submitted to the high school before the high school application is considered for official review, unless otherwise noted.

NAME AND ADDRESS OF SCHOOL	NAME OF PLACEMENT TEST	TEST DETAILS AND CONTACT INFORMATION
Academy of the Holy Cross 4920 Strathmore Avenue Kensington, MD 20895	*High School Placement Test (HSPT®) <i>The test is offered in multiple locations on December 7 and 14, 2019. Students are permitted to take the test only once.</i>	Test Date: December 7, 2019 Online Registration: October 1 – December 1, 2019 http://www.adw.org/high-schools/ Contact: Meredith Gobbi Admissions Office (301) 929-6442 admissions@academyoftheholycross.org
Archbishop Carroll High School 4300 Harewood Road, NE Washington, DC 20017	*High School Placement Test (HSPT®) <i>The test is offered in multiple locations on December 7 and 14, 2019. Students are permitted to take the test only once.</i>	Test Date: December 14, 2019 Online Registration: October 1 – December 8, 2019 http://www.adw.org/high-schools/ Contact: Michael Powell Sr. Department of Admissions (202) 529-0900 mpowell@achsdcc.org
Bishop McNamara High School 6800 Marlboro Pike Forestville, MD 20747-3270	*High School Placement Test (HSPT®) <i>The test is offered in multiple locations on December 7 and 14, 2019. Students are permitted to take the test only once.</i>	Test Date: December 14, 2019 Online Registration: October 1 – December 8, 2019 http://www.adw.org/high-schools/ Contact: Ms. Deanna Johnson Department of Admissions (301) 735-8401, ext. 113 admissions@bmhs.org
Brookewood School 10401 Armory Avenue Kensington, MD 20895	No placement testing required.	Contact: Mrs. Helen Williams Department of Admissions (301) 949-7997 hwilliams@brookewood.org
Connelly School of the Holy Child 9029 Bradley Boulevard Potomac, MD 20854	Secondary School Admission Test (SSAT) Only SSAT results are accepted with student applications. Students may take the test at any SSAT test location.	Online Registration: Starting August 1 st http://ssat.org/test/registration Contact: Meghan Cross Enrollment Management mcross@holychild.org

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NAME AND ADDRESS OF SCHOOL	NAME OF PLACEMENT TEST	TEST DETAILS AND CONTACT INFORMATION
DeMatha Catholic High School 4313 Madison Street Hyattsville, MD 20781	*High School Placement Test (HSPT®) <i>The test is offered in multiple locations on December 7 and 14, 2019. Students are permitted to take the test only once.</i>	Test Date: December 7, 2019 <i>Online Registration:</i> October 1 – December 1, 2019 http://www.adw.org/high-schools/ <i>Contact:</i> Mr. Tommy Paolucci Office of Admissions (240) 764-2211 tpaolucci@dematha.org
Don Bosco Cristo Rey High School and Corporate Work Study Program 1010 Larch Avenue Takoma Park, MD 20912	*High School Placement Test (HSPT®) <i>Once students complete the application process and meet the DBCR admissions criteria, all students will be invited to interview and take this assessment exam, administered by Don Bosco Cristo Rey High School.</i>	Test Date: TBD (9:00 AM – 1:30 PM) <i>Application Fee: \$20</i> <i>Online Registration: Not available</i> <i>Contact:</i> Ms. Madeline Fox Admissions Office (301) 891-4750 Ext. 148 foxm@dbcr.org
Elizabeth Seton High School 5715 Emerson Street Bladensburg, MD 20710	*High School Placement Test (HSPT®) <i>The test is offered in multiple locations on December 7 and 14, 2019. Students are permitted to take the test only once.</i>	Test Date: December 14, 2019 <i>Online Registration:</i> October 1 – December 8, 2019 http://www.adw.org/high-schools/ <i>Contact:</i> Ms. Melissa Landini Admissions Office (301)-864-4532 x7015 mlandini@setonhs.org
Georgetown Preparatory School 10900 Rockville Pike N. Bethesda, MD 20852	Secondary School Admission Test (SSAT) Only SSAT results are accepted with student applications. Students may take the test at any SSAT test location. Results will be accepted from test administrations on the following dates: Oct 19, Oct 16, Dec 14 (2019) Jan 4, Feb 8, March 7, (2020)	Test Date: Oct 19, Oct 16, Dec 14 (2019) Jan 4, Feb 8, March 7, (2020) <i>Online Registration:</i> Starting August 1 st http://ssat.org/test/registration <i>Contact:</i> Mr. Rob Begin Office of Admissions (301) 214-1215 rbegin@gprep.org
Georgetown Visitation Preparatory School 1524 35th Street, NW Washington, DC 20007	*High School Placement Test (HSPT®) <i>The test is offered in multiple locations on December 7 and 14, 2019. Students are permitted to take the test only once.</i>	Test Date: December 7, 2019 <i>Online Registration:</i> October 1 – December 1, 2019 http://www.adw.org/high-schools/ <i>Contact:</i> Mrs. Janet Donnelly Keller Department of Admissions (202) 337-3350, ext. 2241 jkeller@visi.org

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NAME AND ADDRESS OF SCHOOL	NAME OF PLACEMENT TEST	TEST DETAILS AND CONTACT INFORMATION
Gonzaga College High School 19 Eye Street, NW Washington, DC 20001	*High School Placement Test (HSPT®) <i>The test is offered in multiple locations on December 7 and 14, 2019. Students are permitted to take the test only once.</i>	Test Date: December 7, 2019 Online Registration: October 1 – December 1, 2019 http://www.adw.org/high-schools/ Contact: Mr. Andrew Battaile Office of Admissions (202) 336-7101 abattaile@gonzaga.org
Our Lady of Good Counsel High School 17301 Old Vic Boulevard Olney, MD 20832	*High School Placement Test (HSPT®) <i>The test is offered in multiple locations on December 7 and 14, 2019. Students are permitted to take the test only once.</i>	Test Date: December 7, 2019 Online Registration: October 1 – December 1, 2019 http://www.adw.org/high-schools/ Contact: Maria Nicholas Office of Admissions (240) 283-3230 mnichols@olgchs.org
St. Anselm's Abbey School 4501 South Dakota Ave. NE Washington, DC 20017	Otis-Lennon School Ability Test (OLSAT 8) and School and College Ability Test (SCAT)	Test Date: Certain Saturdays (TBD) and by appointment Online Registration: http://www.saintanselms.org/ Contact: Mr. Peter Young Admissions Office (202)269-2379 pyoung@saintanselms.org
St. Mary's Ryken High School 22600 Camp Calvert Road Leonardtown, MD 20650	*High School Placement Test (HSPT®) <i>The test is offered in multiple locations on December 7 and 14, 2019. Students are permitted to take the test only once.</i>	Test Date: December 7, 2019 Online Registration: October 1 – December 1, 2019 http://www.adw.org/high-schools/ Contact: Ms. Amy Cricchi Admissions Office (301) 373-4183 admissions@smrhs.org

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NAME AND ADDRESS OF SCHOOL	NAME OF PLACEMENT TEST	TEST DETAILS AND CONTACT INFORMATION
St. John's College High School 2607 Military Road, NW Chevy Chase, DC 20015	*High School Placement Test (HSPT®) <i>The test is offered in multiple locations on December 7 and 14, 2019. Students are permitted to take the test only once.</i>	Test Date: December 14, 2019 Online Registration: October 1 – December 8, 2019 http://www.adw.org/high-schools/ Contact: Mrs. Susie Hinton Director of Admissions 202-363-2316 ext. 1070 shinton@stjohnschs.org
St. Vincent Pallotti High School 113 St. Mary's Place Laurel, MD 20707	*High School Placement Test (HSPT®) <i>The test is offered in multiple locations on December 7 and 14, 2019. Students are permitted to take the test only once.</i>	Test Date: December 14, 2019 Online Registration: October 1 – December 8, 2019 http://www.adw.org/high-schools/ Contact: Stacy Springer Department of Admissions (301) 725-3228 Ext. 202 sspringer@pallottihs.org
Stone Ridge School of the Sacred Heart 9101 Rockville Pike Bethesda, MD 20814	Secondary School Admission Test (SSAT) Only SSAT results are accepted with student applications. Students may take the test at any SSAT test location.	Online Registration: Starting August http://ssat.org/test/registration Contact: Ms. LaRita Gordon Admissions Office (301) 657-4322, ext. 321 admissions@stoneridgeschool.org
The Avalon School 200 West Diamond Avenue Gaithersburg, MD 20877	No placement testing required.	Contact: Mr. Kevin Davern Office of Admissions (301) 963-8022 admission@avalonschools.org

**Students currently enrolled in an Archdiocese of Washington Catholic elementary school administering the HSPT® in school on November 20, 2019 will register for the HSPT® online between September 4 and November 3, 2019. Attending families have a unique registration link that their elementary school principal will provide. The registration fee for attending students is \$45*

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APPENDIX A



Catholic Schools
A Faith-Based Education
that Lasts a Lifetime

CATHOLIC HIGH SCHOOL VISITS TO ELEMENTARY SCHOOLS 2019-2020 ELEMENTARY SCHOOL STAFF AND PRINCIPAL FEEDBACK FORM

Name(s): _____

Elementary School: _____ City: _____

High School Giving Presentation: _____

DATE OF PRESENTATION: _____

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 williamsw@adw.org.



Catholic Schools
A Faith-Based Education
that Lasts a Lifetime

**CATHOLIC HIGH SCHOOL VISITS TO ELEMENTARY SCHOOLS
2019-2020 HIGH SCHOOL ADMISSIONS DIRECTOR FEEDBACK FORM**

Name(s): _____

High School: _____

School Visited _____ City: _____

DATE OF PRESENTATION: _____

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:

Please email this form to williamsw@adv.org.