



2018-2019 ADMISSIONS INFORMATION AND TESTING GUIDE

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

June 2018

TABLE OF CONTENTS

Catholic High School Admissions Process: Overview for Applying to a Catholic High School	
Criteria for Admission	3
Notice of Acceptance	3
High School Registration	3
Notice of Non-Discriminatory Policy.....	3
Archdiocesan Tuition Assistance.....	4
 Catholic High School Visits to Catholic Elementary Schools	
Overview	4
Guidelines for Catholic High Schools.....	5
Guidelines for Catholic Elementary Schools	5
 Spring Catholic High School Fair	6
 Electronic Marketing	6
 High School Placement Test Information	
HSPT Overview and Background	7
Registration Process for Students Attending Catholic Schools Administering the HSPT.....	7
Accommodations.....	8
High School Choices	8
Test Date and Makeup Date.....	8
Registration Process for Students Not Attending Catholic Schools Administering the HSPT	8
Mail-in/Online Registration	8
High School Choices.....	9
Testing Dates, Times and Locations.....	9
Severe Weather Postponement/Makeup Testing.....	10
Items Test-Takers Must Bring for Saturday Testing	10
Accommodations for Students with Special Needs.....	10
HSPT Preparation Recommendations and Resources.....	11
HSPT Testing Materials	11
For Catholic Elementary Schools Administering the HSPT.....	11
For Catholic High School Test Sites	12
Distribution of HSPT Results	12
Timeline for Catholic Schools Administering the HSPT.....	14
Timeline for the Catholic High School Testing Sites	15
Timeline for Students Not Attending a Catholic School Administering the HSPT.....	16
Schedule of Placement Testing for All Archdiocese of Washington Catholic High Schools.....	18
 Appendix A: Feedback Forms for High School Visits to Elementary Schools	
For Elementary School Principals and Staff	
For High School Admissions Directors	
 Appendix B: HSPT Registration Communication and Forms	
Electronic Registration Letter (<i>in English and Spanish</i>)	
How to Register for the High School Placement Test (<i>in English and Spanish</i>)	
Registration Form for Students Attending Catholic Schools Administering the HSPT	
Registration Form for Students Not Attending Catholic Schools Administering the HSPT	
 Appendix C: Student Information and Records Release Forms	
Preferred Delivery of Confidential Student Information Forms and Supporting Documents	
Authorization to Release Records Form (<i>in English and Spanish</i>)	
Confidential Student Information Form	

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 15-20 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.

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 no earlier than Thursday, February 14, 2019 and no later than Thursday, February 21, 2019. 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 2018.

- 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. beginning Friday, February 15, 2019 by email.
- C. Notifications by phone would be after 3:00 p.m. beginning Friday, February 15, 2019.
- D. School must disseminate all decision notifications on the same date, to be selected by the school.

High School Registration

Upon notification of acceptance, Catholic high schools may not require students to accept an offer of admission earlier than Friday, March 8, 2019.

- 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.

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.

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 when they receive their notification letters from high schools in the spring.

TADS administers the application process for the Archdiocesan Tuition Assistance Program. The TADS Application Form for the 2019-2020 school year must be completed and submitted to TADS by **December 1, 2018** for families applying for tuition assistance from the archdiocese for a high school student. The form may be obtained in September, 2018 at <http://adw.org/tuition-assistance/> or from any Catholic elementary or high school in the archdiocese. 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 22, 2019. Catholic high schools will be provided with access to the archdiocesan tuition assistance award report for their school no later than Wednesday, February 19, 2019. 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

To provide Catholic elementary school 8th graders and their parents/guardians with 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. 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 held 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. 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 Assistant Superintendent for Advancement and Enrollment Management.

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. Elementary school principals and/or classroom teacher 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. 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 Assistant Superintendent for Advancement and Enrollment Management.

Catholic high school visit schedules will be provided in mid-August 2018. 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**.

SPRING CATHOLIC HIGH SCHOOL FAIR

A Catholic High School Fair is scheduled to be held in April, 2019. 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 booth; 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 occurs during the Catholic High School Fair. The Learning Center Fair is intended for families of students with learning differences. Only those Catholic high schools that offer programs for students with learning differences will be available in the Learning Center Fair.

Elementary schools will be provided with promotional materials to be distributed to 6th and 7th grade students and parents. Information about the Catholic High School Fair will be available online at www.catholicschoolswork.org in September, 2018.

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 receiver. If a receiver elects to opt out, the Catholic high school must ensure that the receiver does not receive additional electronic communications from the school unless requested.

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 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.

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

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 **Tuesday, September 4, 2018**. Test registration and payment must be submitted by **Friday, October 26, 2018**. The registration fee is:

- **\$45:** test scores are sent to up to three schools in the Archdiocese of Washington; **OR**
- **\$60:** test scores are sent to up to three schools in the Archdiocese of Washington **PLUS** one 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.

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 19, 2018**.

Principals also give 8th grade students an *Authorization to Release Records* form. Parents/guardians must:

- Indicate the schools on the form to which their child intends to apply for admission in fall, 2018;
- 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 26, 2018**.

Changes to high school selections must be made online before the close of the High School Choice(s) window on **Sunday, December 9, 2018**. If changes are made to high school selections, the *Authorization to Release Records* form must be updated and resubmitted to the child's 8th grade teacher.

Test Date and Make-Up Testing

Students take the HSPT, the official entrance test published by Scholastic Testing Service, Inc., at their schools on **Wednesday, November 28, 2018**.

To reschedule due to illness, parents/guardians must contact the school principal. The make-up test may be scheduled on or before December 4, 2018. 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.adwcatholicschools.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 **\$60** registration fee (check or money order) to have a student's test scores sent to up to three schools in the Archdiocese of Washington, or **\$75** to have a child's test scores sent to up to three 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 1, 2018 test date, the completed HSPT registration (including payment) **must be received by Friday, November 16, 2018**. For the Saturday, December 8, 2018 test date, the completed HSPT registration (including payment) **must be received by Friday, November 23, 2018**. The *unpublicized* 3rd test date is Saturday, January 5, 2019. The completed HSPT registration (including payment) **must be received by Friday, December 21, 2018**.

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 1, 2018 test date, the completed HSPT online registration (including payment) **must be completed online by Sunday, November 25, 2018.** For the Saturday, December 8, 2018 test date, the completed HSPT online registration (including payment) **must be completed online by Sunday, December 2, 2018.** For the *unpublicized* Saturday, January 5, 2019 test date, the completed HSPT online registration (including payment) **must be completed online by Sunday, December 30, 2018.**

High School Choice(s)

The High School Choice(s) window opens on **Monday, November 19, 2018.** Changes to high school selections must be made online before the close of the High School Choice(s) window on **Sunday, December 9, 2018.**

At the time of registration, students may choose no more than three 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. The testing company will send scores only to three 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* and at least two weeks prior to the date of the test. The high schools serving as testing sites for the HSPT will be assigned special needs proctors by the Catholic Schools Office to provide testing accommodations to 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 testing accommodations for students taking the HSPT, please contact the Director for Special Education, 301-853-4569.

Testing Dates, Times and Locations

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

Saturday, December 1, 2018

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 8, 2018

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 5, 2019

Academy of the Holy Cross
St. John's College High School
Bishop McNamara High School
St. Mary's Ryken High School

4920 Strathmore Ave., Kensington, MD
2607 Military Road NW, Washington, DC
6800 Marlboro Pike, Forestville, MD
22600 Camp Calvert Road, Leonardtown, MD

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.catholicschoolswork.org for weather postponement updates. Make-up test dates are as follows:

Test Date: December 1, 2018	-	Severe Weather Test Date: December 8, 2018
Test Date: December 8, 2018	-	Severe Weather Test Date: December 15, 2018
Test Date: January 5, 2019	-	Severe Weather Test Date: January 12, 2019

*** 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

All testing sites will offer both regular and accommodated testing conditions. Parents/guardians must submit appropriate documentation of requested accommodations to the HSPT Office at least two weeks prior to the testing date – **documentation must be received by Friday, November 16, 2018, for the December 1, 2018 testing date, and by Friday, November 23, 2018, for the December 8, 2018 testing date.** Appropriate documentation may be uploaded online and attached to the online registration form. Those who do not submit the appropriate documentation may not be provided testing accommodations. Parent/guardians will receive 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.**

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:

- Barron's: *Guide to COOP/HSPT/TACHS, 3rd Edition*
- 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. 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>

Test Preparation Services: *Study Buddy* is an online tutoring service. Visit www.studybuddyhelp.org for more information.

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, 2018. 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 December 5, 2018. 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, 2018. 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.

Distribution of HSPT Results

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
- 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, 2019. 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

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 score labels
- Student Data File (.csv) - *emailed to high schools*

Timeline for Catholic Elementary Schools Administering the HSPT

- June, 2018: Catholic Schools Office provides the *2018-2019 High School Admissions Information and Testing Guide* to Catholic schools.
- Sept. 4: HSPT online test registration opens. The special registration link is posted in the 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:
- \$45: student's test scores are sent to up to three schools in the Archdiocese of Washington; **OR**
 - \$60: student's test scores are sent to up to three schools in the Archdiocese of Washington PLUS one school in the Archdiocese of Baltimore or the Diocese of Arlington.
- Sept. 21: STS mails HSPT order forms to Catholic elementary schools.
- Oct. 26: HSPT online registration closes.
- Oct. 30: Catholic elementary schools will fax the *Elementary Order Form* to STS by this date.
- Nov. 8: STS sends Catholic elementary schools HSPT test booklets, instructions and answer sheets.
- Nov. 19: Window for selecting High School Choice(s) opens. Families return to the HSPT registration page to make high school selections online.
- Nov. 26: Students return the *Authorization to Release Records Form* to their 8th grade teacher along with a copy of their HSPT registration confirmation letter.
- Nov 28: HSPT is administered in all archdiocesan elementary schools.
- Dec. 5: Catholic elementary schools forward completed HSPT answer sheets to STS, and all HSPT test booklets, test instructions, and related materials.
- Dec. 9: Window for selecting High School Choice(s) closes on this date.
- Dec. 12: *Confidential Student Information Form* due to high schools.
- Dec. 24 –
Dec. 31: STS sends score reports to Catholic elementary schools, Catholic high schools, the Catholic Schools Office. NOTE: Catholic elementary schools are not permitted to release students' scores. STS may only send a student's scores to up to three of the 11 Catholic high schools participating in the four-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).
- Jan., 2019 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, 2018: Catholic Schools Office provides the *2018-2019 High School Admissions and Testing Guide* to Catholic 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. 21: 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 1, receive HSPT test booklets, test instructions, and answer sheets from STS.
- Nov. 15: The Catholic high schools serving as HSPT testing sites on December 8, receive HSPT test booklets, test instructions, and answer sheets from STS.
- Nov. 27: Catholic Schools Office sends a final alphabetical list of all students registered to take the HSPT on December 1, by test site, to the Catholic high schools serving as testing sites on December 1.
- Dec. 1: 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. 5: HSPT testing coordinators for each of the December 1 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. 5: Catholic high schools that served as HSPT testing sites on December 1 forward completed HSPT answer sheets to STS, and all HSPT test booklets, test instructions, and related materials.
- Dec. 5: Catholic Schools Office sends a final alphabetical list of all students registered to take the HSPT December 8, by test site, to the Catholic high schools serving as testing sites on December 8.
- Dec. 8: 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. 12: HSPT testing coordinators for each of the December 8 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. 12: Catholic high schools that served as HSPT testing sites on December 8 forward completed HSPT answer sheets to STS, and all HSPT test booklets, test instructions, and related materials.
- Dec. 24 & Jan. 18: STS sends score reports to Catholic high schools and the Catholic Schools Office.
- Jan. 2019: 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.catholicschoolswork.org and *HSPT Registration Forms* are available online and at all Catholic high schools in the Archdiocese of Washington.
- Nov. 16: Mail-in registration deadline for the December 1 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:
- \$60: student's test scores are sent to up to three schools in the Archdiocese of Washington; **OR**
 - \$75: student's test scores are sent to up to three 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. 23: Mail-in registration deadline for the December 8 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:
- \$60: student's test scores are sent to three schools in the Archdiocese of Washington; **OR**
 - \$75: student's test scores are sent to three 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: Online registration and payment deadline for the December 1 test:
- \$60: student's test scores are sent to three schools in the Archdiocese of Washington; **OR**
 - \$75: student's test scores are sent to three 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. 1: 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. 2: Online registration and payment deadline for the December 8 test:
- \$60: student's test scores are sent to up to three schools in the Archdiocese of Washington; **OR**
 - \$75: student's test scores are sent to up to three 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. 8: 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. 9: Window for selecting High School Choice(s) closes on this date.
- Dec. 24 & Jan. 18: STS sends score reports to the Catholic high schools and Catholic Schools Office on or about these dates
- Jan. 2019: 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 1 and 8, 2018. Students are permitted to take the test only once.</i>	Test Date: December 1, 2018 Test Registration Fee: \$60 Online Registration: October 1 – November 25, 2018 http://www.adw.org/high-schools/ Contact: 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 1 and 8, 2018. Students are permitted to take the test only once.</i>	Test Date: December 8, 2018 Registration Fee: \$60 Online Registration: October 1 – December 2, 2018 http://www.adw.org/high-schools/ Contact: Department of Admissions (202) 529-0900, Ext. 135
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 1 and 8, 2018. Students are permitted to take the test only once.</i>	Test Date: December 8, 2018 Registration Fee: \$60 Online Registration: October 1 – December 2, 2016 http://www.adw.org/high-schools/ Contact: Department of Admissions (301) 735-8401, ext. 113
Brookewood School 10401 Armory Avenue Kensington, MD 20895	No placement testing required.	Contact: Department of Admissions (301) 949-7997



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
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. Results will be accepted from test administrations on the following dates:	Test Date: November 10, 2018 Test Registration Fee: TBD Online Registration: Starting August 1, 2018 http://ssat.org/test/registration Contact: Enrollment Management (301) 365-0955, x2103
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 1 and 8, 2018. Students are permitted to take the test only once.</i>	Test Date: December 1, 2018 Registration Fee: \$60 Online Registration: October 1 – November 25, 2018 http://www.adw.org/high-schools/ Contact: Office of Admissions (240) 764-2211
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) Application Fee: \$20 Online Registration: Not available Contact: Admissions Office (301) 891-4750 Ext. 148



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
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 1 and 8, 2018. Students are permitted to take the test only once.</i>	Test Date: December 8, 2018 Registration Fee: \$60 Online Registration: October 1 – December 2, 2018 http://www.adw.org/high-schools/ Contact: Admissions Office (301) 864-4532 x7015
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:	Test Dates: November 10, 2018 Test Registration Fee: TBD Online Registration: Starting August 1 st http://ssat.org/test/registration Contact: Office of Admissions (301) 214-1215
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 1 and 8, 2018. Students are permitted to take the test only once.</i>	Test Date: December 1, 2018 Registration Fee: \$60 Online Registration: October 1 – November 25, 2018 http://www.adw.org/high-schools/ Contact: Department of Admissions (202) 337-3350, ext. 2241
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 1 and 8, 2018. Students are permitted to take the test only once.</i>	Test Date: December 1, 2018 Registration Fee: \$60 Online Registration: October 1 – November 25, 2018 http://www.adw.org/high-schools/ Contact: Office of Admissions (202) 336-7101



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
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 1 and 8, 2018. Students are permitted to take the test only once.</i>	Test Date: December 1, 2018 Registration Fee: \$60 Online Registration: October 1 – November 25, 2018 http://www.adw.org/high-schools/ Contact: Office of Admissions (240) 283-3230
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: November 17, 2018 or December 15, 2018 Registration Fee: included in application Online Registration: September 3, 2018 www.ravenna-hub.com Contact: Admissions Office (202)269-2379
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 1 and 8, 2018. Students are permitted to take the test only once.</i>	Test Date: December 1, 2018 Registration Fee: \$60 Online Registration: October 1 – November 25, 2018 http://www.adw.org/high-schools/ Contact: Admissions Office (301) 373-4183
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 1 and 8, 2018. Students are permitted to take the test only once.</i>	Test Date: December 8, 2018 Registration Fee: \$60 Online Registration: October 1 – December 2, 2018 http://www.adw.org/high-schools/ Contact: Director of Admissions 202-363-2316 ext. 1070



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
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 1 and 8, 2018. Students are permitted to take the test only once.</i>	Test Date: December 8, 2018 Registration Fee: \$60 Online Registration: October 1 – December 2, 2018 http://www.adw.org/high-schools/ Contact: Department of Admissions (301) 725-3228 Ext. 202
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. Results will be accepted from test administrations	Test Date: November 10, 2018 Test Registration Fee: TBD Online Registration: Starting August 1 st http://ssat.org/test/registration Contact: Admissions Office (301) 657-4322, ext. 321
The Avalon School 200 West Diamond Avenue Gaithersburg, MD 20877	No placement testing required.	Contact: Office of Admissions (301) 963-8022

*Students currently enrolled in an Archdiocese of Washington Catholic elementary school administering the HSPT® in-school on November 28, 2018 will register for the HSPT® online between September 4 and October 26, 2018. Attending families have a unique registration link that their elementary school principal will provide. The registration fee for attending students is \$45.

Appendix A



ARCHDIOCESE OF WASHINGTON

CATHOLIC HIGH SCHOOL VISITS TO ELEMENTARY SCHOOLS

2017-18 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.



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

CATHOLIC HIGH SCHOOL VISITS TO ELEMENTARY SCHOOLS

2017-2018 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@adw.org.

Appendix B



ARCHDIOCESE OF WASHINGTON CATHOLIC SCHOOLS

August 31, 2018

Dear 8th Grade Parents and Guardians:

This school year marks the start of a very exciting time in your child's academic career. You and your child will soon apply to high school. As you prepare for the high school admissions and testing process, it will be important for you to be aware of the placement test requirements of each of the high schools. If you are considering applying to the Archdiocese of Washington Catholic high schools listed below, your child will be required to take the High School Placement Test (HSPT).

Catholic High Schools Requiring the High School Placement Test

<i>Academy of the Holy Cross</i>	<i>Gonzaga College High School</i>
<i>Archbishop Carroll High School</i>	<i>Our Lady of Good Counsel High School</i>
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
School Georgetown Visitation Preparatory School	

For your convenience, the HSPT will be administered in school on Wednesday, November 28, 2018. In order for your child to take the HSPT, you must register for the test online. Registration opens on September 4, 2018 at 9:00 a.m. and closes on October 26, 2018 at 11:59 p.m. Additional information about the HSPT, including test format and cost, is available on the registration site. [Click here](#) to visit the HSPT registration site to complete and submit the online test registration and payment process.

I, together with your child's 8th grade teacher, will provide guidance to help you and your child navigate the high school admissions and testing process to assist you in deciding on the best high school fit for you and your child.

Yours in Christ,



ARQUIDIÓCESIS DE WASHINGTON ESCUELAS CATÓLICAS

31 de agosto de 2018

Estimados padres o tutores de alumno de octavo grado:

Este año escolar marca el comienzo de una etapa muy emocionante en la carrera académica de su hijo. Ustedes y su hijo pronto estarán solicitando inscripción en la escuela secundaria. En esta etapa de preparación para el proceso de evaluación y admisión, es importante que conozcan los requisitos de pruebas de ingreso de cada una de las escuelas secundarias. Si están considerando solicitar inscripción en las escuelas secundarias católicas de la Arquidiócesis de Washington que se mencionan a continuación, su hijo deberá rendir la *prueba de ingreso a escuela secundaria* (HSPT, por sus siglas en inglés).

ESCUELAS SECUNDARIAS CATÓLICAS QUE EXIGEN LA PRUEBA HSPT

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	

Para su conveniencia, la prueba HSPT se tomará en las instalaciones de la escuela el miércoles 28 de noviembre de 2018. Para que su hijo pueda rendir la prueba HSPT, ustedes deberán inscribirlo en línea. La inscripción para la prueba abre el 4 de septiembre de 2018 a las 9:00 a.m. y cierra el 26 de octubre de 2018 a las 11:59 p.m. En el sitio de inscripciones encontrarán más información sobre la prueba HSPT, incluidos datos de formato y costo de la misma. [Haga clic aquí](#) para visitar el sitio de inscripción para la prueba HSPT, inscribirse en línea y enviar la inscripción y el pago por Internet.

Conjuntamente con el maestro de octavo grado, me comprometo a guiar a ustedes y a su hijo en el proceso de evaluación y admisión y ayudarlos a tomar la decisión sobre la escuela más apropiada para ambos.

Unidos en Cristo, los saluda



ARCHDIOCESE OF WASHINGTON CATHOLIC SCHOOLS

HOW TO REGISTER FOR THE 2018 HIGH SCHOOL PLACEMENT TEST

FOR STUDENTS WHO ATTEND A CATHOLIC ELEMENTARY SCHOOL IN THE ARCHDIOCESE OF WASHINGTON THAT ADMINISTERS THE HSPT

TEST DATE

*The 2018 High School Placement Test (HSPT) will be administered in the Archdiocese of Washington Catholic Schools on **Wednesday, November 28, 2018**. Your child's principal will provide additional dates and guidance on the high school admissions timeline and process.*

ONLINE REGISTRATION

All families must register and submit payment online for the HSPT. Online registration for the HSPT will open on **Tuesday, September 4, 2018** and close on **Friday, October 26, 2018**. The test registration fee is \$45. Students must be registered in order to take the test. Follow the steps below to complete the test registration and payment online.

HIGH SCHOOL CHOICE(S)

*Students with their parents/guardians must return to the online registration form starting on **Monday, November 19, 2018** to make their high school choices. Students will select up to three Catholic high schools in the Archdiocese of Washington to receive HSPT scores. Additionally, students may request to have test scores sent to a Fourth Choice school, one school in either the Archdiocese of Baltimore or the Diocese of Arlington. Please note that there is an additional \$15 fee to have test scores sent to a Fourth Choice school. Students must provide a copy of their registration confirmation letter which will include their High School Choice(s) to their 8th grade teacher by **Monday, November 26, 2018**. Changes to high school selections must be entered online on the HSPT registration form by **Sunday, December 9, 2018**.**

REGISTERING FOR THE 2018 HIGH SCHOOL PLACEMENT TEST

1. Access the HSPT registration link **provided by your child's school** from your computer, tablet, or smart phone.
2. *Enter parent/guardian's email address and the student's first and last name.*
3. Select the registration type that applies. Click "next" to proceed and complete the registration form.
4. Enter your payment information and click on "Finish" to complete your online registration. Forms of payment accepted include: MasterCard, VISA, American Express, and Discover.
5. A confirmation letter will be sent to the parent/guardian's email address once the payment has been processed.

REGISTERING HIGH SCHOOL CHOICE(S)

6. Return to the online registration form starting on **November 19, 2018**. Click on "Register High School Choice(s)"; enter the confirmation number from your confirmation letter and the parent/guardian email address.
7. On the *Item Selection* page, check the box next to up to three (3) ADW Catholic high schools of your choice.* Test scores will be sent to the school(s) selected directly from Scholastic Testing Services, Inc.; the cost is included in your registration fee. You may also select a school from the Fourth Choice drop down menu for an additional fee of \$15.

8. Print and attach a copy of the confirmation letter to the *Authorization to Release Records Form* – your child’s school will provide a copy of the *Authorization to Release Records Form* – and return the forms to your child’s 8th grade teacher by **Monday, November 26, 2018**.

**** If you modify your High School Choice(s) after November 26, 2018, you must submit a revised Authorization to Release Records Form along with a copy of the modified confirmation letter to your child’s 8th grade teacher right away. Changes to the registration form, including High School Choice(s), will not be accepted after December 9, 2018.***

For more information, contact the HSPT Office at (301) 853-5387 or HSPT@adw.org, or visit www.CatholicSchoolsWork.org.



ESCUELAS CATÓLICAS DE LA ARQUIDIOCESIS DE WASHINGTON

CÓMO INSCRIBIRSE PARA LA PRUEBA DE INGRESO A ESCUELA SECUNDARIA 2018

PARA ALUMNOS QUE ASISTEN A ESCUELAS PRIMARIAS CATÓLICAS DE LA ARQUIDIOCESIS DE WASHINGTON

FECHA DE LA PRUEBA

La prueba de ingreso a escuela secundaria (HSPT) 2018 se tomará en las escuelas católicas de la Arquidiócesis de Washington el **miércoles, 28 de noviembre de 2018**. El director de la escuela de su hijo ofrecerá fechas

INSCRIPCIÓN EN LÍNEA

adicionales y brindará información sobre el cronograma y el proceso de admisión a las escuelas secundarias. Para rendir la prueba HSPT, las familias deberán inscribirse y enviar su pago por Internet. La inscripción en línea se abrirá el **martes,**

4 de septiembre de 2018, y se cerrará el **viernes, 26 de octubre de 2018**. El costo de inscripción para la prueba es de \$45. Para poder rendirla, los alumnos deben estar inscritos. Siga las siguientes instrucciones para inscribirse y pagar en línea.

ELECCIONES DE ESCUELA SECUNDARIA

Los alumnos, junto con sus padres/tutores, deben volver al formulario de inscripción en línea a partir del **lunes, 19 de noviembre de 2018**, para hacer sus elecciones de escuela secundaria. Los alumnos deberán seleccionar un máximo de 3 escuelas secundarias católicas de la Arquidiócesis de Washington para recibir los puntajes de la prueba HSPT. Asimismo, los alumnos podrán solicitar que los puntajes de la prueba se envíen a una *escuela de tercera selección*, ya sea dentro de la Arquidiócesis de Baltimore o de la Diócesis de Arlington. Cabe señalar que habrá un cargo adicional de \$15 en el caso de que los puntajes sean enviados a una *escuela de cuarto selección*. No más tarde del **lunes, 26 de noviembre de 2018**, los alumnos deberán proporcionar a su maestro de octavo grado una copia de la carta de confirmación de inscripción donde estarán detalladas sus elecciones de escuela secundaria. Todo cambio en la selección de escuelas secundarias deberá ser ingresado en línea en el formulario de inscripción para la prueba HSPT no más tarde del **domingo, 9 de diciembre de 2018***.

CÓMO INSCRIBIRSE PARA LA PRUEBA DE INGRESO A ESCUELA SECUNDARIA 2018

1. Desde su computadora, tableta o teléfono inteligente, acceda al enlace de inscripción para la HSPT provisto por la escuela de su hijo.
2. Ingrese la dirección de correo electrónico del padre/madre/tutor(a), además del primer nombre y el apellido del alumno.
3. Seleccione el tipo de inscripción que corresponda. Haga clic en "siguiente" para continuar y completar el formulario de inscripción.
4. Ingrese la información de pago y haga clic en "finalizar" para concluir la inscripción en línea. Las formas de pago que se aceptan son las siguientes: MasterCard, VISA, American Express y Discover.
5. Una vez procesado el pago, se enviará una carta de confirmación a la dirección de correo electrónico de los padres o tutores.

CÓMO INSCRIBIR LAS ELECCIONES DE ESCUELA SECUNDARIA

6. Vuelva al formulario de inscripción en línea a partir del **19 de noviembre de 2018**. Haga clic en "Registre selecciones de escuela secundaria"; ingrese el número de confirmación que aparece en su carta de confirmación y la dirección de correo electrónico del padre/madre/tutor(a).
7. En la página de selección del elemento, marque la casilla junto a hasta tres 3 ADW católico high schools secundarias de su preferencia*. Scholastic Testing Services, Inc., enviará los puntajes de la prueba a la escuela o escuelas seleccionadas; el costo de envío va incluido en el arancel de inscripción. También podrá elegir una escuela del menú desplegable para tercera selección, lo cual implicará un cargo adicional de \$15.

8. Imprima la carta de confirmación, adjúntela al *Formulario de autorización para divulgación de registros* (la escuela de su hijo le proporcionará una copia de dicho formulario) y envíe los formularios al maestro de octavo grado de su hijo no más tarde del **lunes, 26 de noviembre de 2018**.

*** En caso de modificar sus elecciones de escuela secundaria después del 26 de noviembre de 2018, deberá enviar , de inmediato, al maestro de octavo grado de su hijo, un Formulario de autorización para divulgación de registros modificado, junto con una copia de la carta de confirmación modificada. No se aceptará ningún cambio en el formulario de inscripción, ni en las sele cciones de escuela secund aria, después del 9 de diciembre de 2018.**

Si desea obtener más información, comuníquese con la Oficina de HSPT al (301) 853-5387, escriba a HSPT@adw.org,
o visite el sitio www.CatholicSchoolsWork.org.



ARCHDIOCESE OF WASHINGTON CATHOLIC SCHOOLS

2018 High School Placement Test Registration Form

FOR STUDENTS WHO ATTEND A CATHOLIC SCHOOL IN THE ARCHDIOCESE OF WASHINGTON THAT ADMINISTERS THE HSPT

PERSONAL/CONTACT INFORMATION

☐ Please send test results via U.S. Mail.

*Parent/Guardian E-mail _____

(*Required - Registration confirmation and test results will be emailed to this account.)

Student Name _____ Birthdate _____ / _____ / _____
(Last, First, Middle Initial) Month Day Year

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

Current School _____ City/State _____

Grade in Fall 2018 (circle one) 9 10 # Years in Cath. Elem School _____
Years in Religious Education (CCD) _____

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

Father's Name _____ Daytime Phone _____

Mother's Name _____ Daytime Phone _____

Guardian's Name _____ Daytime Phone _____

Parent/Guardian Signature _____

Date _____

Testing accommodations requested?

Yes _____ No _____

*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. Requests for testing accommodations must be made no later than **two weeks prior to the test date**. To ensure accurate placement during the enrollment/admissions process, parents/guardians should provide high schools with similar information regarding their child's special education needs.*

Turn this form in to your child's 8th grade teacher by October 26, 2018.



ARCHDIOCESE OF WASHINGTON CATHOLIC SCHOOLS

2018 High School Placement Test Registration Form

FOR STUDENTS WHO DO NOT ATTEND AN ARCHDIOCESE OF WASHINGTON CATHOLIC SCHOOL

PERSONAL/CONTACT INFORMATION

*Parent/Guardian E-mail _____

☐ Please send
test results via
U.S. Mail.

(*Required - Registration confirmation and test results will be emailed
to this account.)

Student Name _____ Birthdate ____ / ____ / ____
(Last, First, Middle Initial) Month Day Year

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

Current School _____ City/State _____

Grade in Fall 2018 (circle one) 9 10 # Yrs. in Cath. Elem School ____

_____ # Yrs in Rel. Ed. (CCD) ____

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

Father's Name _____ Daytime Phone _____

Mother's Name _____ Daytime Phone _____

Guardian's Name _____ Daytime Phone _____

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

TEST DATES AND LOCATIONS

Mark your first (1), second (2), and third (3) choice of testing location on the line next to the name of the school.
Students are allowed to take the High School Placement Test ONLY once.

Saturday, December 1, 2018 – 9:00 a.m. to 12:15 p.m.

- | | |
|---|---|
| Academy of the Holy Cross | 4920 Strathmore Avenue, Kensington, MD |
| DeMatha Catholic High School | 4313 Madison Street, Hyattsville, MD |
| Georgetown Visitation Preparatory High 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 |
| St. Mary's Ryken High School | 22600 Camp Calvert Road, Leonardtown, MD |

Saturday, December 8, 2018 – 9:00 a.m. to 12:15 p.m.

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

Testing accommodations requested? Yes_ No __

Parents/Guardians of students requiring testing accommodations must submit appropriate documentation of an identified disability right away and no later than **two weeks prior to the test date**. An email notification will be sent to the parent/guardian email address listed above with more details. To ensure accurate placement during the enrollment/admissions process, parents/guardians should provide high schools with similar information regarding their child's special education needs.

Online registration is available at www.adwcatholicschools.org

INSTRUCTIONS FOR HIGH SCHOOL PLACEMENT TEST (HSPT) REGISTRATION

1. Complete this registration form, including contact information, test date and site choices (or register online at www.adwcatholicschools.org by clicking on High Schools and the HSPT RegistrationLink).
2. The registration fee is \$60. Included in the test registration fee, HSPT scores are sent to up to three (3) high schools in Archdiocese of Washington. (For an additional fee of \$15: HSPT scores are sent to one high school in the Archdiocese of Baltimore or the Diocese of Arlington. The additional fee is due when High School Choice(s) are made. See *Completing the Application Process*.)
3. Mail completed form and check or money order for \$60 (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:** The registration form and payment must be received by the registration deadlines: For the Saturday, December 1, 2018 test date: **by Friday, November 16, 2018**. For the Saturday, December 8, 2018 test date: **by Friday, November 23, 2018**.
5. **ONLINE DEADLINES:** Online registrations close the Sunday prior to the test date. Registrations must be completed by the deadlines: For the Saturday, December 1, 2018 test date: **by Sunday, November 25, 2018**. For Saturday, December 8, 2018 test date: **by Sunday, December 2, 2018**.
6. Upon receipt of registration and payment, a confirmation of the test date and site, and registration information will be emailed to the student's parent/guardian.
7. Print a copy of the email confirmation. The confirmation letter must accompany the student on the day of the test.

COMPLETING THE APPLICATION PROCESS

1. *Contact the high schools to which you are interested in applying for their application materials and deadlines.*
2. Select the high schools to receive your test scores. You may mail-in or hand-deliver the High School Choice(s) form to the Catholic Schools Office, or you may make your High School Choice(s) online.
3. **Mail-in Deadlines:** If you are mailing-in the High School Choice(s) form, the form must be postmarked by **Friday, December 7, 2018**.
4. **Online Deadlines:** High School Choice(s) can be made online starting on **Monday, November 19, 2018**. High School Choice(s) registered online must be submitted by **11:59 p.m. on Sunday, December 9, 2018**.
5. Additional details will be included in your test registration confirmation letter.
6. HSPT scores will be sent to high schools in late December 2018, and emailed to parents/guardians in January, 2019. (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.)
7. High schools mail acceptance notification letters to applicants in February, 2019.

MAKE-UP TEST DATES DUE TO WEATHER OR ILLNESS

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 301-853-5387 for testing updates.** Severe weather make-up dates: December 1, 2018 will be made up on December 8, 2018; and December 8, 2018 will be made up on December 15, 2018.

Students who miss a test due to illness: If a student needs to be reassigned to another scheduled test date due to an illness, send a request for a registration transfer to HSPT@adw.org no later than the Monday following the test.



ARCHDIOCESE OF WASHINGTON

2018 -2019 AUTHORIZATION TO RELEASE RECORDS

FOR STUDENTS ATTENDING CATHOLIC ELEMENTARY SCHOOLS IN THE ARCHDIOCESE OF WASHINGTON

PERSONAL CONTACT INFORMATION

Student Name _____

(Last, First, Middle Initial)

Address _____

(Street)

(City)

(State)

(ZIP)

Phone _____

(Home)

(Office / Cell)

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, November 28, 2018.

Return this form to the student's 8th grade teacher by Monday, November 26, 2018.

Please attach a copy of your HSPT registration confirmation letter if applying to a Code Choice or Fourth Choice School.

HIGH SCHOOL CHOICES: THIS FORM AUTHORIZES THE RELEASE OF STUDENT RECORDS TO THE HIGH SCHOOLS IDENTIFIED BELOW.

Check (☐) **up to three** of the following 'Code Choice' school(s) to which you intend to apply for admittance in the fall of 2018. The school(s) checked will receive scores from the High School Placement Test, which are needed to complete the student application file. The schools checked on this form must match the schools listed on the HSPT registration.

Check (☐) the following 'Non-Code Choice' school(s) to which you intend to apply for admittance in the fall of 2018.

NOTE: These nine schools do not participate in the three-choice and High School Placement Test (HSPT) process. Students may apply to these nine 'Non-Code Choice' schools in addition to the **1 to 3** 'Code Choice' schools. Please contact the Non-Code Choice schools directly for more information about their individual admissions testing requirements.

Write (►) in the box below the name of one school in the Diocese of Arlington or Archdiocese of Baltimore if you wish to have records sent to the school. The school must match the **Fourth Choice** school listed on the HSPT registration.

Code Choice (Check **up to three** schools.)

Men's Schools	Women's Schools	Co-Educational Schools
☐ DeMatha Catholic HS ☐ Gonzaga College HS	☐ Academy of the Holy Cross ☐ Elizabeth Seton HS ☐ Georgetown Visitation Preparatory School	☐ 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

Non-Code Choice (Check **one or more** schools.)

Men's Schools	Women's Schools	Co-Educational Schools
☐ The Avalon School ☐ Georgetown Preparatory School ☐ St. Anselm's Abbey School ☐ The Heights School	☐ Brookewood Academy ☐ Connelly School of the Holy Child ☐ St. Ann's High School of St. Ann's Infant and Maternity Home ☐ Stone Ridge School of the Sacred Heart	☐ Don Bosco Cristo Rey HS

Fourth Choice - Diocese of Arlington / Archdiocese of Baltimore Choice (Write the name of one school.)



THIS FORM IS TO BE KEPT ON FILE AT THE ELEMENTARY SCHOOL.



ARQUIDIÓCESIS DE WASHINGTON

AUTORIZACIÓN PARA DIVULGAR REGISTROS 2018-2019

PARA ALUMNOS QUE ASISTEN A ESCUELAS PRIMARIAS CATÓLICAS DE LA ARQUIDIÓCESIS DE WASHINGTON

INFORMACIÓN PERSONAL/DE CONTACTO

Nombre del alumno _____
(Apellido, primer nombre, inicial del segundo nombre)

Domicilio _____
(Calle) (Ciudad) (Estado) (Código postal)

Teléfono _____
(Particular) (Trabajo / Celular)

Nombre de padre/madre/tutor(a) (en letra de imprenta) _____

Firma de padre/madre/tutor(a) _____ Fecha _____
(Al firmar se autoriza la divulgación de los registros del alumno a las escuelas secundarias aquí mencionadas)

Los alumnos rendirán la prueba de ingreso a escuela secundaria (*High School Placement Test*) el miércoles, 28 de Noviembre de 2018.

Solicitamos devolver este formulario al maestro de octavo grado antes del lunes, 26 de noviembre de 2018.

Por favor, si está solicitando inscripción en una escuela con código de selección o en una escuela de cuarto selección, adjunte una copia de la carta de confirmación de inscripción para la prueba HSPT.

ELECCIONES DE ESCUELA SECUNDARIA – ESTE FORMULARIO AUTORIZA LA DIVULGACIÓN DE LOS REGISTROS DEL ALUMNO A LAS ESCUELAS SECUNDARIAS QUE SE MENCIONAN A CONTINUACIÓN.

Entre las siguientes escuelas "**con código de selección**" marque con (✓) un máximo de 3 escuelas, a la(s) que piensa solicitar admisión para el otoño de 2018. La escuela o escuelas marcadas recibirán los puntajes obtenidos en la prueba de ingreso a escuela secundaria (HSPT), los cuales son necesarios para completar el expediente de solicitud del alumno. Las escuelas marcadas en este formulario deben coincidir con las escuelas enumeradas en la inscripción para la prueba HSPT.

Entre las siguientes escuelas "**sin código de selección**", marque con (✓) la escuela, o escuelas, a la(s) que piensa solicitar admisión para el otoño de 2018. **NOTA:** Estas nueve escuelas no participan en el proceso de triple selección ni de la prueba de ingreso a escuela secundaria (HSPT). Los alumnos podrán solicitar inscripción para estas nueve escuelas "sin código de selección", además de hacerlo para 1 o 3 escuelas "con código de selección". Por favor, contáctese directamente con las escuelas sin código de selección para obtener más información sobre sus requisitos particulares en cuanto a pruebas de admisión.

Si desea que se envíen los registros a una de las escuelas de la Diócesis de Arlington o de la Arquidiócesis de Baltimore, escriba (►) en la casilla que aparece debajo del nombre de la escuela elegida por usted para dicho envío. La escuela elegida debe coincidir con la escuela de *cuarto selección* indicada en la inscripción para la prueba HSPT.

Con código de selección (marque solo un máximo de 3 escuelas).

Escuelas de varones

Escuelas de mujeres

Escuelas mixtas

☐ DeMatha Catholic HS ☐ Gonzaga College HS	☐ Academy of the HolyCross ☐ Elizabeth Seton HS ☐ Georgetown Visitation Preparatory School	☐ 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
---	---	---

Sin código de selección (marque una o más escuelas).

<i>Escuelas de varones</i>	<i>Escuelas de mujeres</i>	<i>Escuelas mixtas</i>
☐ The Avalon School ☐ Georgetown Preparatory School ☐ St. Anselm's Abbey School ☐ The Heights School	☐ Brookewood Academy ☐ Connelly School of the HolyChild ☐ St. Ann's High School of St. Ann's Infant and Maternity Home ☐ Stone Ridge School of the Sacred Heart	☐ Don Bosco Cristo Rey HS

Cuarto selección - Elección para Diócesis de Arlington / Arquidiócesis de Baltimore (Escriba el nombre de una sola escuela).

▶

Este formulario deberá ser archivado en la escuela primaria correspondiente.