

Appendix B

HSPT Registration Communication



Catholic Schools
A Faith-Based Education
that Lasts a Lifetime

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

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

For your convenience, the HSPT will be administered in school on Wednesday, November 30, 2022. In order for your child to take the HSPT, you must register for the test online. Online registration opens on October 3, 2022 at 9:00 a.m. and closes on November 18, 2022 at 11:59 p.m. The window for selecting High School Choice(s) will open at the same time as registration. Students and parent/guardians may return to the registration website and modify their High School Choice(s) up until Sunday, December 11, 2022. Additional information about the HSPT, including cost, is available on the registration site.

To Register:

1. Visit www.adwcatholicschools.org/high-school/placement-tests/ on or after Monday, October 3, 2022.
2. Select the registration button option "My student currently attends an ADW elementary school"
3. 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,



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HOW TO REGISTER FOR THE HIGH SCHOOL PLACEMENT TEST

TEST DATE

The HSPT will be administered in the Archdiocese of Washington Catholic Schools on **Wednesday, November 30, 2022**. Your child's principal will provide additional dates and guidance on the high school admissions timeline and process. All families must register and submit payment online for the HSPT. Online registration for the HSPT will open on **Monday, October 3, 2022** and close on **Friday, November 18, 2022**. Students must be registered in order to take the test. The registration fee is based on the number of high schools that are selected (see enclosed description). Follow the steps below to complete the test registration and payment online.

ONLINE REGISTRATION

The HSPT registration fee is based on the number of Catholic high schools selected:

• **\$67.50:** test scores are sent to up to four schools in the Archdiocese of Washington. Students interested in sending their score report to more than four schools should email hspt@adw.org for instructions and assistance.

Please note the following fees for additional school selections:

• **+\$15:** test score is sent to one additional school in the Archdiocese of Baltimore or the Diocese of Arlington.

REGISTERING FOR THE HSPT

1. Access the HSPT [registration link](#) from your computer, tablet, or smartphone.
2. Select the registration button option "My student currently attends an ADW elementary school"
3. Complete personal information page including: parent/guardian's name, email address, the student's first and last name, and current school.
 - a. If registering more than one student, select "Add Additional Student Below"
4. Select 2022 High School Placement Test as Testing Location. This will automatically place your child to test at their current school.
5. On the *High School Choice(s) page*, select up to four (4) 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.
6. Review *Registration Summary* page
7. Enter your payment information and click on "Submit" to complete your online registration. Forms of payment accepted include: MasterCard, VISA, American Express, and Discover.
8. A confirmation letter will be sent to the parent/guardian's email address once the payment has been processed. Students must provide a copy of their registration confirmation to their 8th grade teacher by **Monday, November 21, 2022**.
9. Students and parent/guardians may edit their High School Choice(s) up until **Sunday, December 11, 2022**. To edit and approve High School Choice(s), return to the registration website. Select the "already registered" link below the registration button. You will be asked to enter your email address and confirmation number. This will take you to the Registration Summary page. Scroll all the way to the bottom to click on the 'modify registration' button.
10. On the third page of the registration process, you can modify High School Choice(s). Continue going through the registration pages until you hit "submit."

** If you modify your High School Choice(s) after November 21, 2022, 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 11, 2022.*