

Holy Name Application Checklist

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

___ **Complete/Submit your FACTS application here:**

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

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

___ **Sign the Authorization to Release School Records** and email or bring a physical copy to Mr. Olmstead (molmstead@urbancommunityschool.org)

[Authorization to Release School Records](#)

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

[Recommendation Form](#)

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

[Recommendation Form](#)

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

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

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

___ **Mail or email all documents by *Monday, January 22nd, 2024*** to:

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

rshurtleff@holynamehs.com

Fax: 440-886-1267

You can access all of these documents and information here:

<https://holynamehs.com/application>