

St. Ignatius Application Checklist

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

___ **Submit your FACTS application here:** <https://online.factsmgt.com/aid> (the St. Ignatius FACTS application is due November 10).

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

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

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

___ You may also submit an additional recommendation using this [form](#).

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

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