

St. Martin de Porres Application Checklist

___ **Complete the Online Application:** [St. Martin Online Application](#)

___ **Submit Records Request form** to Mr. Olmstead
(molmstead@urbancommunityschool.org) **(part of the Online Application).**

___ **Before Christmas Break**, ask Mr. Holbrook (current/8th grade Math teacher) to complete the Feedback Form (1 of 2): [St. Martin Teacher Feedback Form](#)

___ **Before Christmas Break**, ask Ms. Eberhart (current/8th grade ELA teacher) to complete the Feedback Form (2 of 2): [St. Martin Teacher Feedback Form](#)

*For your convenience, a more user-friendly version of this Feedback Form should be emailed directly to school staff by the applicant as part of the Online Admissions Application and will be automatically forwarded to Saint Martin de Porres High School upon completion.

___ **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).

___ Although there is no specific application deadline, we **strongly encourage** you to complete these tasks no later than **December 16**.

___ **Schedule Admissions Interview** (St. Martin will reach out to you to schedule once the application is complete and submitted).

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