

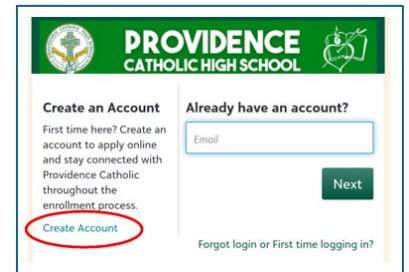
Completing your Student's Application

The next steps in the admissions process are for you to create your account in our **new** Parent Portal and then complete all the required items for your child's application. Access the database in any of these methods:

- Direct Link: <https://providencecatholic.myschoolapp.com/app#login/apply>
- From our [website](#), click/tap on *Admissions* → *Application Form*, or use the button in the **Quick Link** section of the home page.

Create your Parent Portal Account

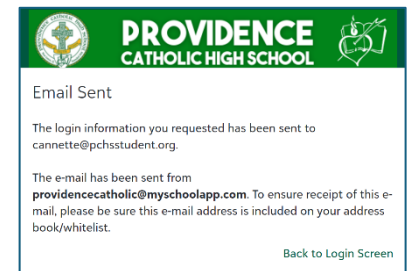
1. Click on **Create Account** and enter information about your student (the candidate) and your name and email address. This email and phone number you enter now will be what we use to contact you later with news from Providence Catholic.



The screenshot shows the login page for Providence Catholic High School. It features a green header with the school's logo and name. Below the header, there are two main sections: 'Create an Account' and 'Already have an account?'. The 'Create an Account' section includes a text input field for email and a 'Next' button. The 'Create Account' button is circled in red. The 'Already have an account?' section includes a text input field for email and a 'Next' button. There is also a 'Forgot login or First time logging in?' link at the bottom right.

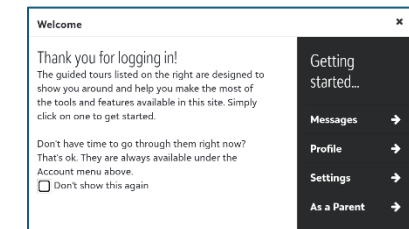
2. Once you are done, you will see an "Email Sent" window. Follow the directions and access your email to finish initializing your parent account. **Be patient; the initial email message may take up to 20 minutes to arrive in your inbox.** (Check your junk mail if necessary.)

The parent portal is very secure - you will get one more email with a verification code to enter before you can set your password and finalize your account. Make note of your password, as you will use it frequently to login to the Parent Portal.



The screenshot shows the 'Email Sent' confirmation window. It features a green header with the school's logo and name. Below the header, it says 'Email Sent' and provides instructions: 'The login information you requested has been sent to cannette@pchsstudent.org.' It also mentions that an email has been sent from providencecatholic@myschoolapp.com and asks the user to ensure receipt of this email. A 'Back to Login Screen' link is at the bottom right.

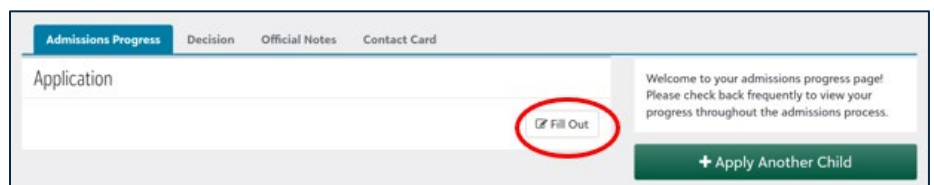
3. You will see the "Welcome" window when you have completed all the steps and created your account. We suggest viewing these "Getting Started" tours when you have time.



The screenshot shows the 'Welcome' window. It features a green header with the school's logo and name. Below the header, it says 'Welcome' and 'Thank you for logging in!'. It provides instructions: 'The guided tours listed on the right are designed to show you around and help you make the most of the tools and features available in this site. Simply click on one to get started.' It also mentions that if the user doesn't have time to go through the tours now, they can always view them under the 'Account' menu above. There is a checkbox for 'Don't show this again'. On the right side, there is a 'Getting started...' section with links for 'Messages', 'Profile', 'Settings', and 'As a Parent'.

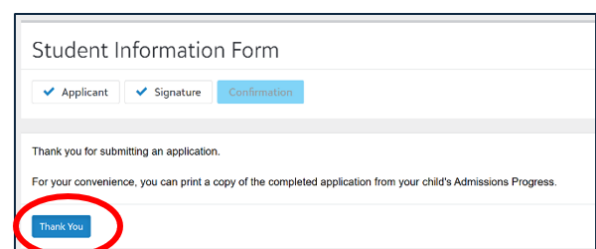
Complete the Application Form for your Student

1. On your home screen, in the Admissions Progress section, you will see a link to fill out the Application form.



The screenshot shows the 'Admissions Progress' section. It features a green header with the school's logo and name. Below the header, there are four tabs: 'Admissions Progress', 'Decision', 'Official Notes', and 'Contact Card'. The 'Admissions Progress' tab is selected. Below the tabs, there is a 'Application' section with a 'Fill Out' button circled in red. There is also a 'Welcome to your admissions progress page! Please check back frequently to view your progress throughout the admissions process.' message and an 'Apply Another Child' button.

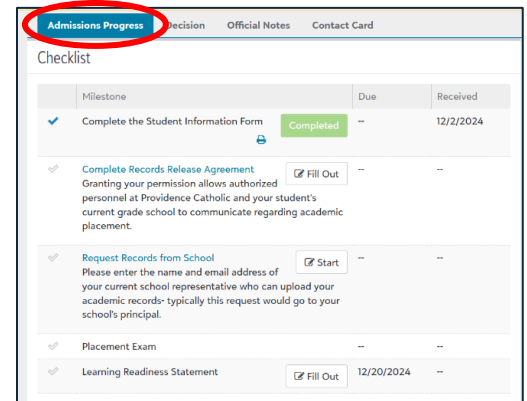
2. Once you have entered all the required information and submitted the form, you will see this screen. The **Thank You** button takes you back to the home screen, where you can **Apply Another Child** and view other information.



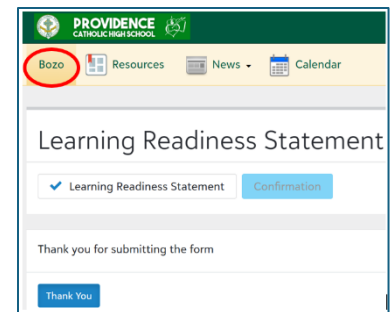
The screenshot shows the 'Student Information Form' completion screen. It features a green header with the school's logo and name. Below the header, there are three tabs: 'Applicant', 'Signature', and 'Confirmation'. The 'Confirmation' tab is selected. Below the tabs, there is a 'Thank you for submitting an application.' message and a 'For your convenience, you can print a copy of the completed application from your child's Admissions Progress.' message. There is a 'Thank You' button circled in red.

Next Steps: Complete the Required Items on your Checklist

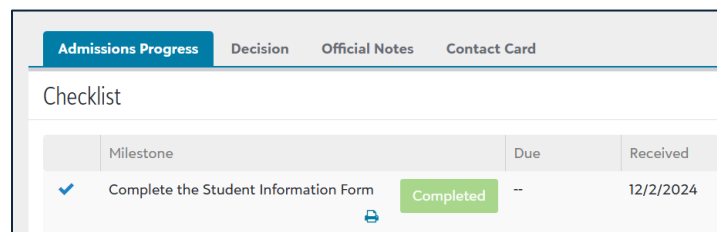
1. After you submit the Application form, you will receive a confirmation email, stating that we will process your Application form within **1 business day**.
2. After 1 business day (and your form is processed), login to your parent account and navigate to the **Admissions Progress** tab. There you will see a checklist of items required to complete your application. **To expedite the acceptance process for your child, complete these items as soon as possible.**



3. **Navigation Tip:** When you upload a document on the checklist, you may need to navigate back to the checklist. **To return to the checklist at any time, click on your child's name in the upper left of the screen.**



Your Admissions Home Screen



1. Admissions Progress Tab

- Contains a list of items to be completed as part of the admissions process. You will see the status of your Student Information (Application) form.
- After we process your application (within 1 business day), you will then see a new checklist of items you need to complete.
- Once certain checklist items are completed and processed, they will trigger new checklist items. **Therefore, be sure to check your *Admissions Progress* on a regular & frequent basis.**

2. Decision Tab

Where we will notify you of your child's acceptance to PCHS. This is also where you will choose to Accept, Decline or indicate that you are still deciding.

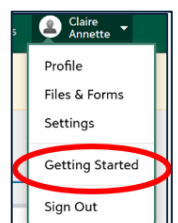
3. Official Notes Tab

One of the many ways we communicate with you. Check this page on a regular basis. There will also be an alert in the top right corner of your screen indicating unread official notes.

4. Contact Card Tab

Contains basic demographic and other information about you and your child.

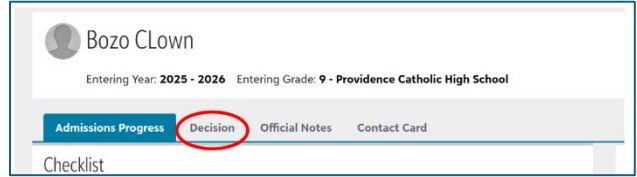
Learn More: Get more tips for navigating the Parent Portal. Click/tap on your name in upper right and then **Getting Started**. We think you will find it helpful!



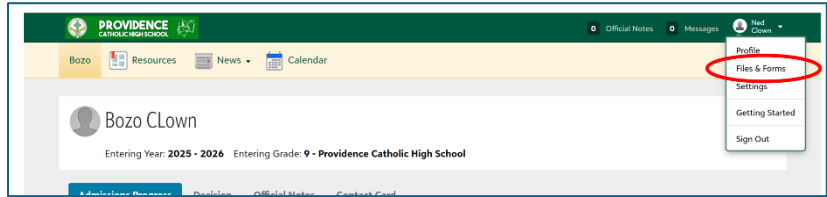
Viewing your Student's Acceptance Status & Placement Exam Results

When we notify you with our acceptance decision, we will also post your child's placement test results. This will be completed by December 31, 2024.

To check acceptance status, login to the Parent Portal and navigate to the Decisions tab.

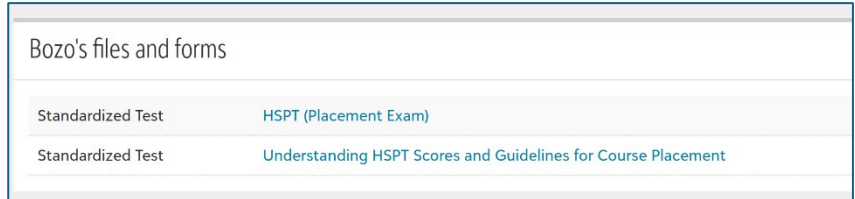


To view the HSPT scores, from your home screen on the Parent Portal, click on your name in the upper right corner.



Select **Files & Forms**.

Click on the link for **HSPT (Placement Exam)** under your student's name to view your child's results.



To learn more about course placement as related to the HSPT scores, refer to the document called

Understanding HSPT Scores and Guidelines for Course Placement. This document also includes Freshman course descriptions for you to refer to when choosing elective courses.

Below is a **sample** portion of an HSPT score report. For initial course placement, Providence Catholic will consider your student's national percentile score (NP) in Reading, Math, and Composite (overall score).

Subtests/Totals	Scores						Performance Ratings				
	SS	(GE)	LP	LS	NP	NS	Low	Below Average	Average	Above Average	High
Basic Skills											
Reading	556	9.9	76	6	70	6					
Mathematics	501	8.9	65	6	56	5					
Language	598	11.4	94	8	89	8					
Total Basic Skills	551	10.1	83	7	75	6					
Option:											
Composite	542		78	7	69	6					

National Percentile Scale