

## HIGH SCHOOL ADMISSIONS PROCESS INFORMATION

Here are some suggestions to assist in making this process proceed smoothly and successfully:

1. Be sure to read and re-read the application before submission. It is often easy to overlook a question, but your application will not be processed if incomplete. This causes frustrating, unnecessary, and potentially costly delays.
2. Call the high schools to inquire about possible scholarships and apply for them. There is money available for merit scholarships as well as for financial need.
3. Prior to your interview, do your homework about the school to which you are applying. Request a handbook when making application and learn something about the high school. Also, most, if not all schools, have websites that contain a lot of useful information about academics, athletics, extra-curricular activities, etc. At your interview you will probably be asked why you want to attend their school. You can answer knowledgeably, “I am interested in politics and I know you have a strong student government,” or “This school was founded in 1789, and has a strong history of academic excellence. I want to be a part of that tradition.” This is extremely impressive to an admissions director.
4. When asked to write an admissions essay, you may be given a topic or you may be able to choose your own. My advice is to relate your essay to the school, if at all possible. If you write about yourself, make a list of your strengths and experience (leadership, academics, hobbies, interests, plans for the future – be specific when making this list) before you write the first draft. Something that you may consider unimportant might be significant to the high school.
5. Be as neat and accurate as you can. Some schools don’t require an interview and rely on the test scores and essay only. Make each piece of the application process work for you.
6. To reiterate, although we do not know when the Citywide applications will be available, a copy of the applicant’s birth certificate, a copy of a recent telephone bill and a copy of a recent gas and electric bill with the parent/guardian’s name imprinted must accompany the application. If not, the application will be returned and the entire process will be delayed.

As with most every endeavor, if you plan and prepare, you will be happy with the results. Your teachers and administration will help in any and every way possible. Please just let us know what we can do.