

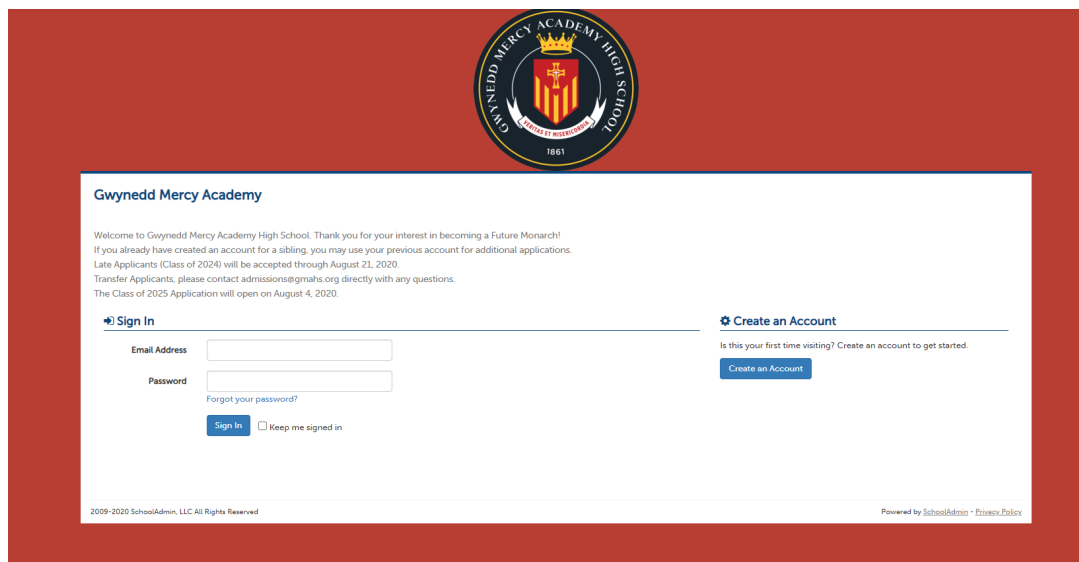
GMAHS Admissions Portal (School Admin.) Steps – 8th Grade Application Process 2020

Welcome to our new admissions portal hosted by School Admin. 

GMAHS Admissions portal link: gmahs.schooladminonline.com/portal

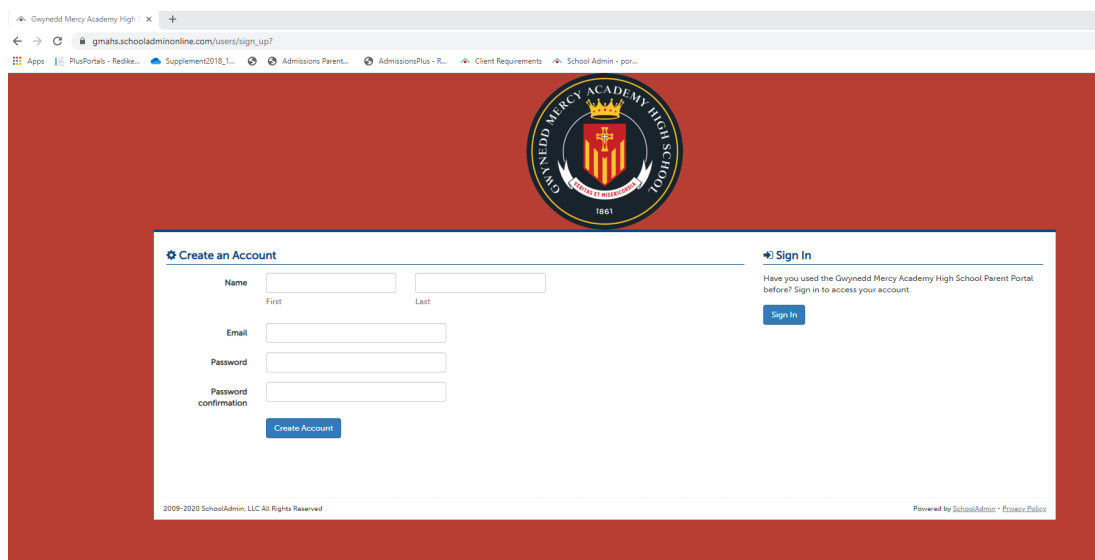
Please note: For demonstration purposes only. Please continue to monitor your checklist items, your email, and the GMAHS Admissions Webpage for the latest updates regarding admissions events, events dates, and application deadlines!

Step 1: Create an Account



The screenshot shows the 'Sign In' page of the Gwynedd Mercy Academy admissions portal. At the top center is the school's circular seal. Below it, the text reads: 'Welcome to Gwynedd Mercy Academy High School. Thank you for your interest in becoming a Future Monarch! If you already have created an account for a sibling, you may use your previous account for additional applications. Late Applicants (Class of 2024) will be accepted through August 21, 2020. Transfer Applicants, please contact admissions@gmahs.org directly with any questions. The Class of 2025 Application will open on August 4, 2020.' The 'Sign In' section includes fields for 'Email Address' and 'Password', a 'Forgot your password?' link, and a 'Sign In' button. There is also a 'Keep me signed in' checkbox. To the right, the 'Create an Account' section has a 'Create an Account' button. At the bottom, it says '2009-2020 SchoolAdmin, LLC All Rights Reserved' and 'Powered by SchoolAdmin - Privacy Policy'.

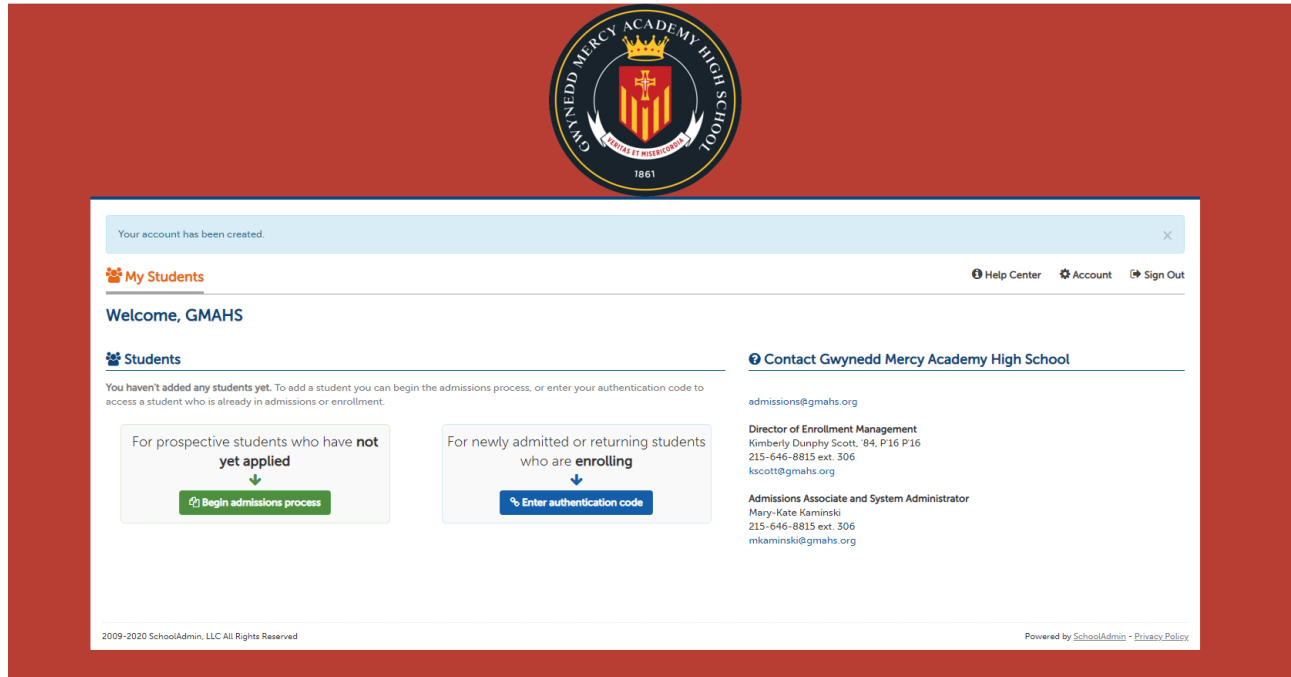
Create an Account Page



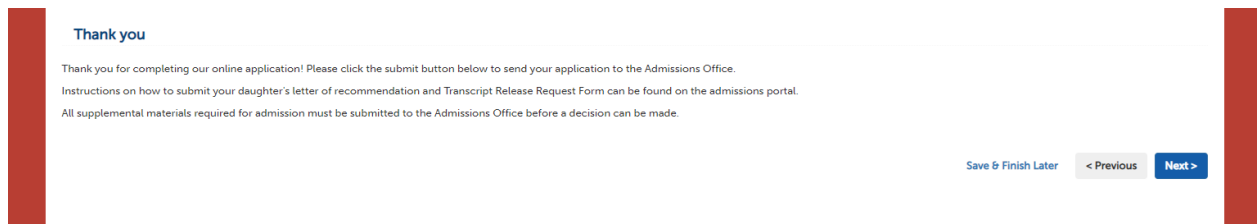
The screenshot shows the 'Create an Account' page of the Gwynedd Mercy Academy admissions portal. At the top center is the school's circular seal. Below it, the text reads: 'Have you used the Gwynedd Mercy Academy High School Parent Portal before? Sign in to access your account.' The 'Create an Account' section includes fields for 'Name' (split into 'First' and 'Last'), 'Email', 'Password', and 'Password confirmation', followed by a 'Create Account' button. To the right, the 'Sign In' section has a 'Sign In' button. At the bottom, it says '2009-2020 SchoolAdmin, LLC All Rights Reserved' and 'Powered by SchoolAdmin - Privacy Policy'.

Step 2: Once account has been created, sign-in to landing page

- Click on the **green box** to begin your application



Step 3: Complete and submit application



Payment Page (**Please note:** If you receive a discount code from the admissions office, you will enter it on the last page of the application!)

Student Application

PAYMENT ● ● ● ● ● ● ● ● ● ●

Fees	
Application fee	\$55.00
Total	\$55.00
Payment Info	
<div>-- Select one --</div>	
Payment method*	

Save & Finish Later < Previous

- You will receive a confirmation email upon completion and submission of your application!
- After you have applied you will need to sign back into your account to review the admissions checklist. The landing page will now be your parent/admissions portal where you can review the admissions checklist.

Admissions/Parent Portal (Checklist View)

Applying for 9th Grade in 2021-2022

☒ Checklist

Please complete and submit the items below to finish the process. Items will be checked off as we receive and process them.

✓ Application Form

Submitted on 06/23/2020

[View](#)

✓ Application Fee

Recommendation Form

[Send Request](#)

Please send this recommendation form request to the teacher who will be writing your daughter's recommendation

[View Details](#)

Record Release Form

[Complete Form](#)

Please complete this form to request your daughter's academic record from her current school. An unofficial copy of your daughter's academic transcript that should include all marks and standardized test scores

9th Grade Entrance-Scholarship Exam Registration Form

[Complete Form](#)

The Entrance-Scholarship Exam for students looking to gain admittance to 9th grade for the 2020-2021 school year will be held at Gwynedd Mercy Academy High School on Saturday, October 10, 2020 from 9:00am-12:30pm. An alternate date will be offered on Sunday, October 18, 2020 at the same time.

Authorization to Release Records

[Complete Form](#)

Please send this records release form to your daughter's school.

Checklist Items Explained (next page)

Checklist Items Explained

1.) Recommendation Form – select send request

- Applicant information will appear
- Enter name and email of the teacher or administrator who will be writing the recommendation
- An automated email will be sent directly to the individual writing the recommendation
- Once the complete recommendation form is submitted, the step will appear as completed on your checklist

The screenshot shows a modal window titled "Recommendation Form" with a close button (X) in the top right corner. The form is divided into two main sections. The first section, "Request a recommendation for:", contains two fields: "Student Name" with the value "Gmahs Student" and "Apply Grade" with the value "9th". The second section, "Send the request to:", contains three fields: "Name *" with two sub-fields "First" and "Last", and "Email *" with a single text input field. Below these fields is a disclaimer: "By clicking send, I indicate that I understand a confidential recommendation form will be sent to the email address above, and will be part of the admission application and that I will not have access to it." At the bottom right of the modal are two buttons: "Cancel" and "Send".

Checklist Item 2 & 3 – next page

2.) Authorization to Release Records

Authorization To Release Records

* indicates required fields

It is the responsibility of the parents or guardians of a prospective student to have her academic records sent to Gwynedd Mercy Academy High School. Please review and submit this form. Once submitted, return to the parent portal and send a records request to the Principal/Guidance Counselor via your checklist.

Your signature on this form allows Gwynedd Mercy Academy High School to request and receive an unofficial transcript of your daughter's academic records through SchoolAdmin's online portal. I agree not to seek access to confidential recommendation and evaluation materials.

If you have any questions, please contact the Admissions Office at (215) 646-8815, ext. 306. Thank you for your attention to this request.

Applicant's Name *

First* Gmahs Middle Last* Student Suffix

Preferred Name Gwynedd

Applying for admission to grade 9th

Parent/Guardian Signature *

Your Full Name*

☐ I waive my rights to view the confidential recommendation and evaluation materials for my child.

Save & Finish Later Submit

3.) Current School Records Request (Transcript Release Form)

Current School Records Request

Request supporting documents, transcripts, or other information for:

Student Name Gmahs Student

Apply Grade 9th

Send the request to:

Name * First Last

Email *

By clicking send, I indicate that I understand a confidential form will be sent to the email address above, and the documents, transcripts, or other information within it will be part of the admission application, and that I will not have access to them.

Cancel Send

Checklist Items 4 – next page

4.) Entrance-Exam Registration Form

9th Grade Entrance-Scholarship Exam Registration

* indicates required fields

Exam Registration

The Entrance-Scholarship Exam for students looking to gain admittance to 9th grade for the 2021-2022 school year will be held at Gwynedd Mercy Academy High School on Saturday, October 10, 2020 from 9:00am-12:30pm. An alternate date will be offered on Sunday, October 18, 2020 at the same time.

You will receive a reminder email the week of the test about the details of the exam.

Please select your daughter's test date

Contact for this appointment

First Name Last Name

Phone

Email

Does your daughter need extended time on the exam? *This is only for students who receive extended time/time and a half accommodations for testing and can provide documentation.

Please select: ☒ Yes ☐ No

Scholarships

The following scholarships are only open for students applying for the 2021-2022 9th grade class and who sit for our Entrance-Scholarship Exam in October 2019. For more information on each scholarship, see our website at gmahs.org/applicant/scholarships. Academic A number of academic scholarships will be offered to the top-performing students on the Entrance-Scholarship Exam. In addition, these students should exhibit excellence in academics during 7th and 8th grade and have completed the entire application process.

- Select testing date and complete appointment details
- If you request extended time, an email will be sent to you with instructions on how to submit appropriate extended time documentation
- Please return to the admissions checklist to submit any supplemental scholarship materials
- Please return to the admissions checklist to submit any additional application materials

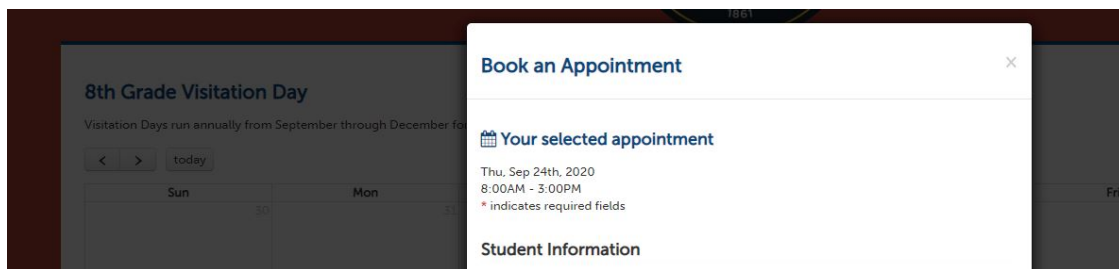
Checklist Items 5 – next page

5.) 8th Grade Visitation Day Calendar

- View calendar and select date

8th Grade Visitation Day Calendar [Schedule Appointment](#)

Please register your daughter for her 8th grade visit.



- Complete Questionnaire

Visitation Day Details

In order to get to know your daughter better and have her visit with a hostess that will truly make her day special, please fill out the following questions thoughtfully.

The Admissions Office will match each student up with a Gwynedd Girl based on her academic and extracurricular interests. However, if you are interested in visiting with a specific 9th grade Gwynedd Girl, please provide her name in the space provided, and we will do our best to make that girl your hostess for the day.

Complete Admissions Checklist (next page)

Example of a complete admissions checklist

Applying for 9th Grade in 2021-2022

☒ Checklist

Please complete and submit the items below to finish the process. Items will be checked off as we receive and process them.

☒ Application Form

Submitted on 06/23/2020

[View](#) 

☒ Application Fee

☒ Recommendation Form

Please send this recommendation form request to the teacher who will be writing your daughter's recommendation

Submitted on 07/28/2020

[View Details](#) 

☒ Authorization to Release Records

Please send this records release form to your daughter's school.

Submitted on 07/28/2020

[View Form](#) 

☒ Record Release Form

Please complete this form to request your daughter's academic record from her current school. An unofficial copy of your daughter's academic transcript that should include all marks and standardized test scores

Submitted on 07/28/2020

[View Form](#) 

☒ Current School Records Request

Submitted on 07/29/2020

[View Details](#) 

☒ 9th Grade Entrance-Scholarship Exam Registration Form

The Entrance-Scholarship Exam for students looking to gain admittance to 9th grade for the 2020-2021 school year will be held at Gwynedd Mercy Academy High School on Saturday, October 10, 2020 from 9:00am-12:30pm. An alternate date will be offered on Sunday, October 18, 2020 at the same time.

Submitted on 07/29/2020

[View Form](#) 

8th Grade Visitation Day Calendar

Please register your daughter for her 8th grade visit.

Scheduled: 09/24/2020

[View Appointment](#) 

Additional Application Information (next page)

Additional Admissions Documentation - EXAMPLE

- Any additional required materials will appear on the admissions checklist
- Please be mindful of due dates
- Continue to review your checklist for any updates

Maguire Scholarship [Complete Form](#)

Legacy Scholarship Application [Complete Form](#)

Complete on or before Thursday, October 15, 2020

Legacy Scholarship Principal's Recommendation [Edit Request](#) [Resend](#)

Please send to the Principal of the Applicant's current school as soon as possible, as this recommendation will need to be received back from the Principal on or before Thursday, October 15, 2020 to be considered.

In progress on 07/28/2020

[View Details](#) 

Music Audition Video Upload [Upload](#) 100MB size limit

Please upload audition video by September 15th.

Catherine Learning Program [Complete Form](#)

Accelerated Scholars Program Essay [Upload](#) 100MB size limit

Essay required for all Accelerated Scholars Program Applicants. Essays are due by Friday, August 10th at 3:00 pm.

FAQ Section (Last Page)

Frequently Asked Questions (as of August 4, 2020)

***Important note, all items within school admin. will remain secure and confidential.**

1.) How do I know if I have a discount code?

- a. The Admissions Office will send an email directly to you. Please note, a discount code is unique and confidential to your family and should not be shared.

2.) I need to make an edit to my application after it has been submitted, what should I do?

- a. Please email mkaminski@gmahs.org with any updates.

3.) How do I reschedule my daughter's testing date if there is a change in schedule?

- a. Please call 215-646-8815 ext. 306 with this request.

4.) Do I need to upload my daughter's photo?

- a. As this is an optional step it is not required. If you are comfortable uploading a photo, it allows the admissions department to put a name to face that much sooner.

5.) How will I know when I can schedule my daughter's 8th Grade Visitation Day

- a. An email will be sent to all families who have applied.

6.) My confirmation email says to schedule the Entrance-Scholarship Exam, but no dates appears on the calendar. Why can't I register?

- a. The Admissions Office will be confirming testing dates in the next two weeks. We appreciate your patience. Families who have applied will reach an email when the calendar is open.

Any other questions, please contact:

Mary-Kate Kaminski, Admissions Associate, at 215-646-8815 ext. 306 or by email at mkaminski@gmahs.org.