

HSPT & Admissions Process 2019-2020

Parish and Diocesan Secondary Schools

High School Placement Test (HSPT)

1. The HSPT will be administered each year on the first Saturday and Sunday of December. Testing dates for 2019 are **December 7-8**.
2. Registration will occur through STS @ <http://wilmington.stsusers.com>.
 - a. Registration information will be open to elementary and secondary schools on **Monday, September 9**.
 - b. Registration information should be posted on the websites of elementary and secondary schools by **Monday, September 16**.
 - c. The per pupil registration fee (\$65.00) should be paid online with a credit card or by cash, check, or money order to the Catholic Schools Office. **No additional fees** may be required of a student by an individual school to participate in the HSPT.
 - d. A secondary school which reduces or waives the registration fee for a student must remit the per pupil payment of \$65.00 from the school account to the Catholic Schools Office on behalf of the student.
 - e. Each secondary school will communicate to the prospective student/family the particulars for the day of testing – arrival instructions, what to bring, etc.
3. A student may test **only** at the school of his/her first choice. No exception may be made by the Admissions Directors or Principals.
4. Student answer sheets must be shipped by overnight delivery to STS by the end of the business day on the Monday following the test administration.
5. Test results will be forwarded to elementary schools in the Diocese of Wilmington the week of **January 6**.
6. The request for a copy of the testing results from one secondary school to another secondary school in the diocese for a student **must be honored within 24 hours** by electronic transfer. If there is any concern in this regard, please contact the Catholic Schools Office.
7. The Practice HSPT for Grade 7 students will be administered at the local secondary school's discretion. The cost for the Practice HSPT will be \$65.00 per student. A calendar of Practice HSPT dates will be provided to elementary and secondary schools.

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Request for a Student's Record

1. A letter from each secondary school will be forwarded to the elementary schools requesting records of students who applied for admission.
2. The Diocese of Wilmington Confidential Recommendation Form for a student's record, along with supporting documentation, should be completed and forwarded to the secondary school ***no later than one week before the start of Christmas break***. For 2019 the deadline is **Friday, December 13**.
3. In addition to the Diocese of Wilmington Confidential Recommendation Form, the following information is also to be provided:
 - a. Final grades for Grades 6-7
 - b. Trimester 1 grades for Grade 8
 - c. Renaissance Longitudinal Report for Reading and Math
 - d. Attendance records for Grades 6-8
4. Psychological records may not be requested or submitted. These records are not the property of the elementary school.

Admission Decisions

Admission decisions and HSPT results will be released to parents/guardians on Saturday, **January 11**, by e-mail. Families who selected to receive HSPT scores via postal service should receive the results in the mail in the week of **January 13**.

Scholarship Receptions

A list of the dates of scholarship receptions will be coordinated by the secondary schools each year in advance and communicated to elementary and secondary schools.