

## Applying Made Easy: Using the Standard Application Online for Community Based Organizations

### SSAT.org/SAO





# Who Can Apply with the SAO for CBO?

Students working with the following Community-Based Organizations:

Boys Club of New York Breakthrough New York **City Squash** Harlem Lacrosse Hartford Youth Scholars **Inspiring Young Minds** Metro Squash **Oliver Scholars** Wadleigh Scholars Wight Foundation The Wyman Center

## Create an Account

The SSAT





## SSAT.org: Log In

### On <u>www.ssat.org</u> select the "Login" option at the top right of the screen.



FREE 30-min. online test and study suggestions! Explore SSAT Practice Online



#### Find an SSAT Test Location

Select your SSAT Test Level	•
Select Country	•
Select State or Province	•
Do you require testing accommodations?	•
Find a test near me	



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## SSAT.org: Log In

### Create an Account by clicking on the Sign up for a Parent/Guardian and Student Account button.





	Create an Account	
Sign up f	or a Parent/Guardian and Student Accou	nt
lf you do n	t have a parent or student account, please click here	e.



## 

Prefix       First Name *       Initial       Last Name *         Select            Primary Phone Number *       Secondary Phone Number          555-555       Select           Parent/Guardian Address Line 1 *       Street Address           Parent/Guardian Address Line 2       Parent/Guardian Email Address *          Suite, Apartment or Building       Required           Parent/Guardian Address Line 3       Parent Username * (You can use your email address)	Suffix
Select   Primary Phone Number *   555-555   Select   Street Address   Parent/Guardian Address Line 1 *   Street Address   Parent/Guardian Address Line 2   Suite, Apartment or Building   Parent/Guardian Address Line 3   Required	Suffix
555-555     Select     555-555       Parent/Guardian Address Line 1*     Create a username and password to log in as a parent/Guardian Address Line 2       Parent/Guardian Address Line 2     Parent/Guardian Email Address *       Suite, Apartment or Building     Required	
Street Address     Create a username and password to log in as a particular dian Address Line 2       Parent/Guardian Address Line 3     Parent/Guardian Email Address *       Parent/Guardian Address Line 3     Required	Select V
Parent Username * (You can use your email address)	arent or guardian to manage your student's account.
Required Create Password *	×
Required Confirm Password * Confirm Password should match with Password.	× ×

## Student Account

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Student #1 Creating an account for your stu Online, and view test results.	udent will allow them to access SSA <sup>*</sup> Middle Name	your account. Req	your account. Required fields will be					
		Inarkeu ir	i leu ioni.					
Current Grade *	Current School Type *	Interested In * (Select all that apply)						
Select 🗸	Select	✓ 🗌 Day School 🗌 Boarding School						
Date Of Birth *	Gender * 🚯	Ethnicity *						
MM/DD/YYYY	Select 🗸	Select	~					
Ex: 03/14/2006								
Native Language *								
Search for your Language	Create a username for your	student						
If you don't find yours, add it in the box.	Your student can log in to a	ccess SSAT Practice, Standard Application Online and	more.					
	Student's Username *							
	Create username							
	Create Password *							
	Your password must be at least 7 cha account. Confirm Password *	aracters long and contain a special character like \$. This is the password	you can share with your student so they can gain access to their					

## Communications

## If you will allow EMA to contact you by email, answer Yes to this question.

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				ſ	nanaging.	mple is the student yo	u are	You are to	Got It x ogged in as Mom Example.
The SSAT +				2		Student Example	\$ V	/elcome, Mom Example  •	Manage Account • Log Off
SSAT Testing	-	SSAT Practice	-	SSAT Scores	-	The Snapshot	-	Apply to Schools 🗸	My Profile
		This will a	pply to g	your accounts f	for the curre	ent academic year (Au	g 1, 201	.8 - Jul 31, 2019).	
Opt to receive	e emai	l communicatio	ns fro	m The Enrol	lment Ma	inagement Associ	iation		
Admission Test	(SSAT)		Snapsh	ot (The Snap	shot), Star	idard Application O		ons from EMA about the SAO), SSAT Practice On	
If you choose r use or purchas		opt-in to email no	tificatio	ons, you will s	till receive	e important emails r	regard	ing any product or servi	ice that you actively
Yes, I agree to	receive	email communicati	ons fror	m The Enrollme	ent Manager	ment Association	]		

### Terms, Conditions, & Privacy

### Review and agree to the terms and conditions for use.

#### Terms and Conditions for Student Accounts (Required)

Please read through the entire terms and conditions for all student accounts and check that you agree to continue.

THIS WEBSITE ACCOUNT CREATION AND PARENT/GUARDIAN CONSENT FORM must be completed by the parent or legal guardian (referred to as "Parent/Guardian" or as "You" or "Your") of a child under the age of 18 (the "Child") for whom the Parent/Guardian would like to create a website account ("Account") to enable the Parent and the Child to receive and make use of assessment and application services offered by The Enrollment Management Association, including but not limited to the Secondary School Admission Test ("SSAT") registration and scheduling system, the SSAT, SSAT practice tests, SSAT score reporting, the Character Skills Snapshot ("The Snapshot") registration system, The Snapshot assessment, and The Snapshot results reporting, and the Standard Application Online (the "SAO") (the "Services"). In order to create an Account and register the Child to access and use the Services offered through the Account, the Child's Parent/Guardian must complete this Consent Form on The Enrollment Management Association's website. You may register and provide consent for more than one Child at a time to use the Services through Your Account, so long as You are the Parent or Guardian of each Child registered. If You are registering more than one Child, this Consent Form and all Terms and Conditions set forth below apply to each and every to important: You need to scroll through the entire agreement and click Yes below to continue \$

Yes, I have reviewed and agree to the terms and conditions (required)

#### **Privacy Policy for Student Accounts (Required)**

Please read through the entire privacy policy for all student accounts and check that you agree to continue.

#### **Privacy Policy**

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The Enrollment Management Association (the "Association", the "Organization", "we", "us" and/or "our") has prepared this Privacy Policy ("Privacy Policy") to explain how we collect, use, protect and disclose information and data that you provide or make available to the Association in the course of evaluating, requesting, using or receiving services offered by the Organization, including but not limited to, school application and enrollment services, financial aid application services, the Secondary School Admission Test ("SSAT"), SSAT registration, scheduling, administration and score reporting, SSAT preparation, SSAT online practice tests, SSAT community forums, administration of the Character Skills Snapshot ("CSS") assessment, CSS registration, scheduling, administration and results reporting, the Standard Application Online System ("SAO"), Association-operated websites, Internet-based services and other

igstarrow Important: You need to scroll through the entire agreement and click Yes below to continue igstarrow

Yes, I have reviewed and agree to the privacy policy (required)



## **Additional Features**

If you will allow schools contact you and share more information so you can learn about them, you can answer Yes to this question.

#### Sign up to receive communications from independent schools for your students

By checking the box below, you (parent/guardian) agree to share your address and contact email, as well as your student's basic profile information and boarding/day school preference with The Enrollment Management Association's member schools. By participating in this service, you will receive admission materials, which may be in the form of email or postal mail, tailored to your student's grade, gender and boarding/day preferences. The mailings may also contain information about school fairs, open houses, and scholarships.

□ Yes, I would like to receive information from member schools for Student.

Save & Submit

## If you have more than one child applying to schools, you can create accounts for them now.

If you have another student needing access to ssat.org, please add them now.

+ Add another student

## ...and You're All Set!

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## Start Your Application

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## ssat Click on "Apply to Schools"



Select the "Apply to Schools" icon. The yellow info ribbon at the top of the page can be hidden once you are comfortable with the navigation.

## SSAT Add Your CBO Advisor



You are working with a Placement Counselor through your Access Organization. Select Add CBO Advisor from this screen.





### Search & Add Your CBO

If you are working with a participating cor in managing and/or monitoring your appli	nmunity-based organization for placement in an independent school, enter the organization's name here to allow them to assist yo ications.
Enter the Community Based Organiz	ation 🕄
Hartford Youth Scholars, CT	
Hartford Youth Scholars, CT	

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Indicate which program you are working with here.

- Search for the advisor by their organization name
- Acknowledge the statement of use
- Add advisor

Add Advisor

Cancel

### The Application Workstation

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ampleTwo's Applications Search by Name to Add School	Q Help	8 Ad
2019		
dvisor: The Boys' Club of New York Remove	2019 Standard Application For	ns
BC The Boys' Club of New York 0% Advisor Application Deadline: Rolling	Items highlighted in yellow are required for the set that is currently expanded.	:hool
S0 Application Fee A To complete this application, please complete profile, and submit 9 more items.	Student Profile 0% Continue	
School-Specific Details	The same forms will go to ALL schools that requi	e ther
Optional: Get Updates and Information from The Boys' Club of New York	Do not personalize your responses for schools.	-
See an example of information shared. By clicking the box below, you are authorizing The Enrollment Management Association (EMA) to share ExampleTwo Student's basic profile information with The Boys' Club of New York. Read More	Student Essays Start	D
Share ExampleTwo's basic profile information and receive updates and important information from The Boys' Club of New York	Parent Statement Start Start	6
Application & Special Instructions School follows rolling admission.	REQUEST FORMS FROM OTHERS	
School Supplement Forms	The same recommendations will go to ALL school require them. Recommenders should not person schools.	
This school has no supplemental forms to complete.	Mathematics	e
SSAT Score	Recommendation Request	
A An SSAT Score is required for grade incoming applicants. You can designate a school as a score recipient through the "Check Scores" workstation on your student online portal. You can also register your student for a SSAT through "My Tests".	English Recommendation A NOT STARTED Request	
A An SSAT Score is required for grade incoming applicants. You can designate a school as a score recipient through the "Check Scores" workstation on your student online portal. You can also register your student for a SSAT through "My	NOT STARTED      Principal/Guidance	
A An SSAT Score is required for grade incoming applicants. You can designate a school as a score recipient through the "Check Scores" workstation on your student online portal. You can also register your student for a SSAT through "My Tests". Student Information Grade Applying For: Session Year: Fall 2019 Residential Status: Day	A NOT STARTED	6
A An SSAT Score is required for grade incoming applicants. You can designate a school as a score recipient through the "Check Scores" workstation on your student online portal. You can also register your student for a SSAT through "My Tests". Student Information Grade Applying For: Session Year: Fall 2019	NOT STARTED     Request     Principal/Guidance     Counselor     Recommendation     Request	6

## SSAT View Advisor Instructions

xampleTwo's Applications	Search by Name	to Add School	Q	Help & Advi	
2019					
dvisor: The Boys' Club of New York R	emove	View Instructions from Advisor	2019 Standard Applie	cation Forms	
The Boys' Club Advisor Application Deadline: Rolling SO Application Fee A To complete this appli profile, and submit 9 mo	cation, please complete re items.	0%	Items highlighted in yellow are required that is currently expanded.	Continue	
School-Specific Details	Items highlight	ed in yellow are required for this school	The same forms will go to ALL sch Do not personalize your responses		
Optional: Get Updates and Inform See an example of information shared. E Management Association (EMA) to share Club of New York. Read More	y clicking the box below,	you are authorizing The Enrollment	Student Essays	Start	
Share ExampleTwo's basic profile information from The Boys' Club		vive updates and important	Parent Statement	Start	

Once your advisor is added, you can see if they have any special instructions about how they will work with you and your family during the application process. View these instructions any time by clicking "View Instructions from Advisor."

English Recommendation	Request	0
Principal/Guidance	(	0
Counselor Recommendation	Request	
A NOT STARTED		
Official School Reports/		0
	Principal/Guidance Counselor Recommendation ▲ NOT STARTED Official School Reports/ Transcript Form Release	A NOT STARTED  Principal/Guidance Counselor Recommendation     NOT STARTED  Official School Reports/ Transcript Form Release Sign Release

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### **Advisor Instructions**

	Instructions from The Boys' Club of New York
	Placement Process
	All registered members that attend one of the three clubhouses (Harriman (LES), Gerry (East Harlem), or Abbe (Flushing) and are part of the High School Access can utilize the services for placement (Independent Boarding, Independent Day, Public, Specialized, Charter, and Parochial). Once you've been identified and create your user name and log in, you need to add ANTONIO APONTE as your advisor in order for BCNY to receive copies of the
	application and add schools for consideration. He will be the lead advisor and work with the other two HSA Directors at (Gerry & Abbe) to ensure a smooth process. We will assist with the application, with the financial aid process, with guiding the interview process, with providing test prep for the exam, with selecting the appropriate schools
	Thank you and look forward to helping you and your son!
	Antonio Aponte 212-677-1109
	antonio.aponte@bcny.org
Pay clos	se attention to any special instructions
	ur Advisor may want you to follow.
	Parent questionnaire - that the parent needs to complete Recommendations from (Math, English, and Guidance) - that your son's instructors need to complete. (You need to get their name/email to submit, so they can receive the form to complete online)
	Supplemental forms - (As need be)
	IMPORTANT
	You need to speak with us prior to submission, so we can review your portions. We want to be clear that it is done properly and shed the most positive and complete impression of your son.
	Once this happens, then you can submit it. Please note that once it's submitted it can't be changed. That is why we want to review it with you prior to submission. We cannot change what the teacher writes, so please give it to them around the first marking period, so they have something to draw from and write about, especially if the are new teachers.
	In some cases, we may need a supplemental from an athletic coach, artistic teacher and we will ask that if needed.
	Finally, please emphasize the importance of getting off to a "STRONG START" at school.

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Close

## The Student Profile

The SSAT



#### Starting the Student Profile SSAT



This is your Application Workstation. On the left, you'll see your program with a detailed information card showing everything you should start working on as a part of the application process. On the right, you can see all of the standard required components for your application.

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#### Starting the Student Profile SSAT

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### To begin work on your student profile, select the orange "Continue" button in the right column.

require them. Recommenders should not personalize for

School Supplement Forms	schools.			
This school has no supplemental forms to complete.	Mathematics			
SSAT Score A An SSAT Score is required for grade incoming applicants.	Recommendation Request			
You can designate a school as a score recipient through the "Check Scores" workstation on your student online portal. You can also register your student for a SSAT through "My Tests".	English Recommendation A NOT STARTED			
Student Information	Principal/Guidance			
Grade Applying For:	Counselor Request			
Session Year: Fall 2019 Residential Status: Day Standard Deadline: Rolling	A NOT STARTED			
	Official School Reports/			
Hide Details 🔥	Transcript Form Release Sign Release			



## Student Information

The SSAT	C			Stu	ident:	Student Example	\$ W	elcome, Mom Exam	nple • M	Manage Account • Log Off	
SSAT Testing	•	SSAT Practice	•	SSAT Scores	-	The Snapshot	•	Apply to Schools	s 🔻	My Profile	
		e at 100% to be able e fee your profile wi									
Studen	t's Pr	ofile				-		10% DONE	Chang	jes are saved automatically	
« Back to Appli	cations	Applie	cant	Informati	ion					* Required fields	
Student Inf					-					hange it in all locations we me that is listed on your	
A Parent or G		First Nam		ile collec		Middle Name	on in		<sup>t Name</sup> wing	, categories. '	You must
Address & S	com					uired fie	lds to	o complet	te y	our student p	rofile.
A Siblings				formatic	22.2						
A Interest and Achieveme				ormation	-						
A Multimedia				and Achi	eve	ments					
A Muttimedia				a Links	2003-000	• ·					
				Guardia			n				
				Status	info	rmation					
		<ul> <li>Sibling</li> </ul>	js								

## School Information

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You can list any independent school connections you may have. If you would like to share the names of anyone you are connected to who has attended or currently attends an independent school, enter that here.

### Parent/Guardian Information

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The SSAT +		Student:	Student Example \$	Welcome, Morr	1 Example 🔹 N	Manage Account • Log Off
SSAT Testing 👻	SSAT Practice 🔹	SSAT Scores 🗸	The Snapshot	<ul> <li>Apply to S</li> </ul>	chools 👻	My Profile
Note: Once you pay th	e at 100% to be able to pay e fee your profile will be ser				pol.	
Student's Pro	ofile			305	% DONE	C Last saved:9:08:27 PM
< Back to Applications Student Information * School Information *	Schools highly rea	Guardian Infe commend that you inclu r school application will	de all the parents or gu	ardians that are inv		
	Mom Primary F	Parent/Guardian 🔒				Hide ^
A Parent or Guardian Inf	Prefix*	First Name*		Middle Name	Last Name	*
Address & Status *	Mrs. \$	Mom			Example	
A Siblings	Relationship to	Student*		Other		
A Interest and Achievements	Required		÷			
A Multimedia Links		Is this person living or deceased?*		Has Custody* ○ Yes ○ No		
	Required	CC03CU		Required		
	Email Address*			Username		
	SSATExampleEr	nail@yahoo.com		ExampleMom		

### Address & Status

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Student's Profil	le	50	% DONE O Last s	aved:9:37:27 P
Back to Applications	Address & Status		*]	Required field:
Student Information *	Parent or Guardians and their add	resses should be added on the Parent or Guardian	Information tab.	
School Information *	Student Addresses			
Parent or Guardian Info *	Please select the address where th this applicant.	ne applicant resides and where you would like adn	nission materials and/or	bills to go for
Address & Status *	Note: In case you see old addresse Information tab to make changes.	es that you would like to edit in the list below, plea	ase go to the Parent/Gua	rdian
Siblings	Please correct the following items <ul> <li>Please designate an address</li> </ul>			
Interest and				
Achievements	Addresses	Send admission materials to	Send bills to	Lives at
Multimedia Links	Mom Example 123 Main Street Honolulu HI 12345			۲

## Siblings

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### <sup>The</sup> SSAT Interests, Activities, & Achievements<sup>+</sup>



### <sup>The</sup> + SSAT Interests, Activities, & Achievements, + + + +

ExampleTwo's	Profile				C Last sa	
< Back to Applications	Interests and Achiev	vements			* R	lequired field
<ul> <li>Student Information *</li> <li>School Information *</li> <li>Parent or Guardian Info *</li> <li>Address &amp; Status *</li> </ul>	Schools are looking to hear about yu have occurred in the last academic y involved and achieving. Interest and Activiti Select I have interests or activities bu select that you are not planning to in	vear or two so that schools es * elow to tell schools about	s can focus on thos	se activities whe	re you are m	nore currently
A Siblings	Internet or exhibits				-	
Interest and Achievements	Interest or activity Interest Category* Act	ivity*	Other	Yrs of Exp	≣ • ⊦	Hide Hours/Week
Multimedia Links	\$	\$				
	Required			Required	R	lequired
	Level of Involvement*	Positions Held*		Do you pl	lan to cont	tinue?*
	(junior, varsity, chair)	(awards, honors,	etc.)			
	+ Add an interest and activity					
	Academic or Person Select I have academic or personal a	chievements below to tel		ur most recent a	chievement	s or select th
	Academic or Person	chievements below to tel information.	schools about you	ur most recent a	chievement:	
	Academic or Person Select I have academic or personal a you are not planning to include this Academic or Personal Achie	information. vement #1 Upload a docum	schools about you	ur most recent a		
	Academic or Person Select I have academic or personal a you are not planning to include this Academic or Personal Achie Name Achievement*	information. vement #1 Upload a docum	schools about you	ur most recent a		
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	Academic or Personal Select I have academic or personal a you are not planning to include this Academic or Personal Achie Name Achievement* Required Edit - Insert - Format - Table	information.  vement #1 Upload a docum	ent		<b>ال</b> چ کی	Hide ·



Back to Applications	Multimedia Links	* Required field
Student Information *	Select I have links to any videos, portfolios or other showcases of your achievements or work t like websites, blog pages, or a YouTube channel or select that you are not planning to include t	
School Information *	I have Multimedia link/s to add	
	I do not plan to add Multimedia link/s	
Parent or Guardian Info *	Required	
Address & Status *		
	Go to My Applications	
Siblings		
Interest and		
Achievements		

# + SSAT Your Student Profile is Done !+ + + +

The SSAT +		Stu	dent:	Student Example	\$ We	lcome, Mom Example	• M	anage Account • Log Off
SSAT Testing 🗸	SSAT Practice 🔹	SSAT Scores	-	The Snapshot	•	Apply to Schools	•	My Profile
Now that your profile is	s now ready to be shared complete you can start so and no further updates to ofile	ubmitting your profi				fees. Once you pay the	e fee	your profile will be © Last saved:9:52:27 PM
< Back to Applications	Multimed	lia Links						* Required fields
Student Information *						chievements or work of planning to include	-	you would like to share nformation.
School Information *	I have Multing	media link/s to ad	d					
Parent or Guardian Info		n to add Multimed	dia link	:/s				
Address & Status *	Go to My Applica	ations						
Siblings Interest and Achievements	complete	Once it is	fini	shed, the	statu	s will indica	te	ittings until it is 100%, so you
Multimedia Links	KN	ow you ve	prov	vided all of	ine	required inf	orr	nauon.

# + SSAT Your Student Profile is Done!++ ++++

2019					
dvisor: The B	oys' Club of New York Remove	View Instructions from Advisor	2019 Standard Appli	cation Form	s (
BC	The Boys' Club of New York Advisor Application Deadline: Rolling	0%	Items highlighted in yellow are re that is currently expanded.	quired for the sch	ool
NY	\$0 Application Fee A To complete this application, please submit items.	9 more	Student Profile 100%	Update	
School-S	pecific Details	nlighted in yellow are required for this school	The same forms will go to ALL sc		the
Ontional: (	Get Updates and Information from The	Boys' Club of New York	Do not personalize your response	es for schools.	
See an examp Management	ole of information shared. By clicking the box be Association (EMA) to share ExampleTwo Student York. Read More	low, you are authorizing The Enrollment	Student Essays	Start	
	ampleTwo's basic profile information and tion from The Boys' Club of New York	receive updates and important	Parent Statement	Start	
	n & Special Instructions ows rolling admission.		REQUEST FORMS FROM OTHE	A second second	tha
School Sup	oplement Forms		require them. Recommenders sho schools.		
This school	has no supplemental forms to complete.		Mathematics		(
SSAT Score			Recommendation	Request	
	Score is required for grade incoming appl				
	signate a school as a score recipient throu dent online portal. You can also register y		English Recommendation	Request	
Student In	formation		Principal/Guidance		1
Grade Apply	ying For:		Counselor Recommendation	Request	
Session Yea			A NOT STARTED		
	Status: Day eadline: Rolling				

#### 

2019				
Advisor: Oliver Schola	ars Program Remove		2019 Standard Applicatio	n Forms
OLIVER Advis	ver Scholars Program or Application line: Rolling	0%	Expand a school to see which forms are school.	
50 Ap	oplication Fee complete this application, please submit 9 more		Student Profile 100%	pdate
~~~	Show 1 School-Specific Item and More De		The same forms will go to ALL schools the Do not personalize your responses for so	March 2010 Control of
Dead \$100	<b>Explore School</b> line: 15 Jan 2018 Application Fee complete this application, please submit 10 more	0%	Student Essays NOT STARTED	Start
	Show 2 School-Specific Items and More D	etails 🗸	Parent Statement	Start
		add schools to add them, the s	sor will be able to your list. As they schools will appear	L schools that personalize for
		not mean appli	tation. This does cations have been schools.	equest



# + Look for School Instructions

20:	9	
Advisor:	Oliver Scholars Program Remove	2019 Standard Application Forms
OLIV	VER Advisor Application Deadline: Rolling	Items highlighted in yellow are required for the school that is currently expanded.
opportunity	S0 Application Fee	Student Profile 100%
	Show 1 School-Specific Item and More Details 🗸 🗸	The same forms will go to ALL schools that require them.
1000	Berkshire School 0%	Do not personalize your responses for schools.
	Deadline: 15 Jan 2018 S100 Application Fee A To complete this application, please submit 10 more items.	Student Essays Start
		Parent Statement 6
Some so	hools will have special instruction	ons about their
dmission	s process you should be aware ler the "View Instructions" link in	of. You can view
	details section.	0
Appli	ication & Special Instructions	tructions Recommendation Request
	dard 15 Jan 2018 Decisions: 10 Mar 2018 Enrollment 10 Apr	or 2018
Dea	dline: Contracts Due by:	A NOT STARTED Request
	Due by:	English Recommendation Request
Scho		A NOT STARTED Request

### View School Instructions

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## **Application Submission**

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## Submit Applications

Nori's Appli	cations		Help & Advice
2019			
Advisor: Oliver	Scholars Program	View Instructions from Advisor	2019 Standard Application Forms
#>}	Westminster School (CT) Deadline: 16 Oct 2018 S55 Application Fee A To complete this application, please subr items.	mit 9 more Submitted by Oliver Scholars Program Oct-22-2018	Expand a school to see which forms are required for that school. Student Profile 100% Update
	Show 1 School-Specific item and	d More Details 🗸	The same forms will go to ALL schools that require them.
	Tabor Academy Deadline: 31 Aug 2018 S65 Application Fee ▲ To complete this application, please sub- items.	complete your	ur student profile is Advisor can begin
	Show 3 School-Specific Items ar	sending your a	application along to 📍
	A to complete this application, please sub- items.	application I because you	u'll know if your has been submit u'll see the notice
	Show 1 School-Specific Item an	inside the se	chool detail card.

#### <sup>The</sup> SSAT Student Essays & Parent Statements



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### Student Essays

		Due by:	A NOT STARTED	Request
Standard Deadline:	15 Jan 2018 Decisions: 10 Mar 2018	Contracts	English Recommendation	Request
Application	& Special Instructions	School Instructions	Recommendation	Request
School Read M			require them. Recommenders sho schools.	<ul> <li>Contraction of the second secon</li></ul>
See an example	et Updates and Information from Berkshir e of information shared. By clicking the box below, y ssociation (EMA) to share Nathaniel Araujo's basic pro	ou are authorizing The Enrollment	REQUEST FORMS FROM OTHE The same recommendations will	
School-Sp	ecific Details	ed in yellow are required for this scho	Parent Statement	Start
	\$100 Application Fee To complete this application, please submit 10 m items.	ore	▲ NOT STARTED	Start
	Berkshire School Deadline: 15 Jan 2018	0%	Do not personalize your response Student Essays	es for schools
	Show 1 School-Specific Item and More	Details 🗸	The same forms will go to ALL sc	
pportunity unlocked	To complete this application, please submit 9 mo items.	ore	Student Profile 100%	Update
OLIVER SCHOLARS	Oliver Scholars Program Advisor Application Deadline: Rolling \$0 Application Fee	0%	Items highlighted in yellow are re that is currently expanded.	quired for the schoo
dvisor: Oliver S	Scholars Program Remove		2019 Standard Appli	cation Forms
2019				

## Student Essays

	Changes are saved automatically ${f O}$ All items sa
A standard section containing 5 writing prompts to be completed by the student.	
The Standard Application	TestA Example Student ID: 1804070
Online +	STUDENT ESSAYS
Instructions	
This section of the application should be completed by the student. Your answers will help the admission committee to should write as much or as little as necessary to sufficiently answer the questions, however it is recommended that you keep your essay between 250-500 words.	
What reading have you enjoyed most in the past year and why?	
this reading have you enjoyed most in the past year and might	
Edit - Insert - Format - Table - student essays section opens and you can review the que	
Edit - Insert - Format - Table - student essays section opens and you can review the que rk on the essay questions and save your work in draft state ready to submit. The parent statement questions work the Describe an academic or extracurricular achievement of which you are most proud or a challenge you he	us until you are same way.
Edit Insert Format Table Student essays section opens and you can review the querk on the essay questions and save your work in draft state ready to submit. The parent statement questions work the Describe an academic or extracurricular achievement of which you are most proud or a challenge you h did it take to accomplish this achievement? If you select a challenge, what did you learn from it and how	us until you are same way.
Edit - Insert - Format - Table - student essays section opens and you can review the que rk on the essay questions and save your work in draft state ready to submit. The parent statement questions work the Describe an academic or extracurricular achievement of which you are most proud or a challenge you he	us until you are same way.
Edit + Insert + Format + Table + student essays section opens and you can review the que to on the essay questions and save your work in draft state ready to submit. The parent statement questions work the Describe an academic or extracurricular achievement of which you are most proud or a challenge you he did it take to accomplish this achievement? If you select a challenge, what did you learn from it and how Edit + Insert + Format + Table +	us until you are same way.

# + SSAT Save Essays as Drafts Until You're Finished

2019				
Advisor: Oliver	Scholars Program Remove		2019 Standard Applic	ation Forms
OLIVER	Oliver Scholars Program Advisor Application Deadline: Rolling	0%	Items highlighted in yellow are required that is currently expanded.	uired for the school
opportunity unlocked	\$0 Application Fee A To complete this application, please submit 9 mon items.	re	Student Profile 100%	Update
	Show 1 School-Specific Item and More	Details 🗸	The same forms will go to ALL scho	ools that require them
and the	Berkshire School	0%	Do not personalize your responses	
	Deadline: 15 Jan 2018 \$100 Application Fee A To complete this application, please submit 10 mo items.		Student Essays	Resume
School-Sj	pecific Details	d in yellow are required for this school	Parent Statement	Start
See an examp Management School. Read	et Updates and Information from Berkshire te of information shared. By clicking the box below, yo Association (EMA) to share Nathaniel Araujo's basic pro More thaniel's basic profile information and receive	ou are authorizing The Enrollment file information with Berkshire	REQUEST FORMS FROM OTHER The same recommendations will ge require them. Recommenders shou schools.	o to ALL schools that
	ion from Berkshire School		Mathematics Recommendation	0
Application	9 Special Instructions	School Instructions	A NOT STARTED	Request
Standard Deadline:	15 Jan 2018 Decisions: 10 Mar 2018	Enrollment 10 Apr 2018 Contracts Due by:	English Recommendation	Request
-	essays as a draft, y esume," and you c			0
	em until vou are re			Request

# SSAT Submitting the Student Essays



## Completing a Supplement

The SSAT



#### If a School Requires a Supplement

DLIVER CH@LARS	Oliver Scholars Program Advisor Application Deadline: Rolling S0 Application Fee To complete this application, please submit 9 m items.	0%	2019 Standard App Items highlighted in yellow are r that is currently expanded. Student Profile 100%	
	Show 1 School-Specific Item and Mor	re Details 🗸	The same forms will go to ALL so	
	Berkshire School Deadline: 15 Jan 2018 \$100 Application Fee ▲ To complete this application, please submit 10 r items.	0%	Do not personalize your response Student Essays	Start
				6
		nted in yellow are required for this schoo	ANOTSTARTED	Start
a sc fou'll beg	hool requires a s	supplement, y ol's applicati d by a RED " supplement	vou will see it l on card. <b>Not Started</b> " r t form, select "\$	start isted note. <b>Start."</b>
a sc íou'll beg	hool requires a s on the scho see it's indicated in working on the	supplement, y ol's applicati d by a <mark>RED</mark> " e supplement	vou will see it l on card. <b>Not Started</b> " r	start isted note.

0

Sign Release

Official School Reports/

Transcript Form Release

A NOT STARTED

#### SSAT Score

The

SSAT

A Parent assistance required. An SSAT Score is required for grade 9 incoming applicants.

Please have your parent login and designate a school as a score recipient through the "Check Scores" workstation on your student online portal. Your parent can help you register for a SSAT through "My Tests".



#### Sending SSAT Scores & Character Skills Snapshot Reports

The **SSAT** 

### Sending Reports

am Remove	2019 Standard Application Forms
ition Fee	Items highlighted in yellow are required for the school that is currently expanded. Student Profile 100% Update
School-Specific Item and More Details 🗸 🗸	The same forms will go to ALL schools that require them.
	The Remove 0% 0% the second se

The

SSAT

items

see an example of infor

Share Nathaniel's b information from 8

Application & Specia

School. Read More

Some schools require an SSAT score or Character Skills Snapshot Deadline \$100 Ap results for applicants. You will be able to see what is required by A To co looking in the SSAT Scores and Character Skills Snapshot sections. School-Specific Your scores and results are not automatically sent as a part of the SAO. You will have to designate which scores and results you wish to **Optional: Get Updat** send to schools. Management Association

> From the home page of your account, select the Scores or Character Skills Snapshot tabs of your Student Account and follow the steps to Add Recipients.

Principal/Guidance Counselor	0
A NOT STARTED	Request
Official School Reports/ Transcript Form Release	Sign Release
Tr	anscript Form Release

### Sending Reports

The

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SSAT



# ssat Adding a Graded Student Essay

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#### 

2019				
dvisor: Oliver S	Scholars Program Remove		2019 Standard Applic	ation Forms
	Oliver Scholars Program Advisor Application Deadline: Rolling	0%	Expand a school to see which forms school.	
pertunity unlocked	\$0 Application Fee A To complete this application, please submit 9 more items.		Student Profile 100%	Update
	Show 1 School-Specific Item and More Det	ails 🗸		-1
	Cheshire Academy	0%	The same forms will go to ALL scho Do not personalize your responses	
CHESHIRE ACADEMY	Deadline: 01 Feb 2019 \$60 Application Fee A To complete this application, please submit 9 more		Student Essays	Resume
1794	items.		IN PROGRESS	
	Show 1 School-Specific Item and More Det	ails 🗸	Parent Statement	Resume
No.	Loomis Chaffee School	0%	ī	
	you've added to your			Upload
	u'll see it listed in the r			0
compo	onents. Click the action	1 button mark	ted Upload."	Go to SSS
	Taft School Deadline: 15 Jan 2019	0%	REQUEST FORMS FROM OTHERS	1
	\$50 Application Fee			

## Upload your Graded Essay

The

SSAT

🔾 🤍 🗢 👃 🕨 Librarie	s      Documents      SAO Stuff      Sample forms      Graded Wri	ting Sample	← ← Search G	Graded Writing
Organize 🔹 New fol	der			•
★ Favorites ■ Desktop	Documents library     Graded Writing Sample		Arrange	by: Folder 🔻
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Your computer's library will open so that you can select the file for upload. The file must be a PDF. Once you locate the file you wish to upload, select "Open."

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🚷 Lenovo_Recovery	
🙀 Shared Files (\\ssa	
🙀 Member Services	
File name: RequestCopyOfHotelBill	✓ Adobe Acrobat Document ▼
	Open 🗸 Cancel

## Submit your Graded Essay

The

SSAT



After uploading the PDF of your graded essay, you will see it on the dashboard. If you uploaded the wrong item, you can remove it. Confirm the correct document was uploaded, and then "Submit" it.



## **Confirm Submission**



can be made.



### Graded Essay Submitted



When you've correctly submitted the graded student essay, you will see the green "Submitted" notation, along with the date of submission. You can see the item you've submitted at any time by clicking on the PDF icon.

#### **SSAT** Requesting Recommendations & Transcripts

The



#### **Request Recommendation**

Advisor: Oliver Scholars Program Remove	2019 Standard Application Forms
Oliver Scholars Program       0%         Advisor Application       Deadline: Rolling         SCH@LARS       S0 Application Fee         A To complete this application, please submit 9 more items.       0%	Items highlighted in yellow are required for the school that is currently expanded. Student Profile 100% Update
Show 1 School-Specific Item and More Details 🗸 🗸	The same forms will go to ALL schools that require them
Berkshire School 0%	Do not personalize your responses for schools.
Deadline: 15 Jan 2018 S100 Application Fee A To complete this application, please submit 10 more items.	Student Essays Start
School-Specific Details Items highlighted in yellow are required for this school	ol Parent Statement Start
Optional: Get Updates and Information from Berkshire School	REQUEST FORMS FROM OTHERS
See an example of information shared. By Clicking the box below, you are authorizing The Enrollment Management Association (EMA) to share Nathaniel Araujo's basic profile information with Berkshire School. Read More	The same recommendations will go to ALL schools that require them. Recommenders should not personalize fo schools.
Share Nathaniel's basic profile information and receive updates and important information from Berkshire School	Mathematics 6
Application & Special Instructions School Instructions	Recommendation Request
Standard 15 Jan 2018 Decisions: 10 Mar 2018 Enrollment 10 Apr 2018 Deadline: Contracts Due by:	English Recommendation Request
School Supplement Forms	Principal/Guidance Counselor Recommendation Request

Under the required application components you will see all of the required recommendation forms for the schools you've selected. Select the action button for these forms labeled "Request."

register for a SSAT through "My Tests".

#### Teacher Recommendation Request<sub>+</sub>

Working with a placement coun	Request an English Recommendation	* Application Forms
Deadline: 15 Jar S50 Application A To complete more items. School-Specific Detail	A standard recommendation form requesting information a English language knowledge, skills, and personal developm by a current English teacher at the current school. IMPORT, recommendation will be delivered to ALL schools that requ Recommendation as part their SAO application. Please do a specific responses/recommendation.	I. about the student's lent to be completed ANT: This uire English
See an example of information	Recommender's First Name	esponses for schools.
Enrollment Management Asso information with Solebury Sch	Example	Resume
Share Student's basic profinition from Solebury	Recommender's Last Name	
	EnglishTeacher	<b>3</b>
Application & Special Instru	Recommender's Email Address	2018
Standard 15 Jan 2018 Deadline: School Supplement Forms Solebury School Supplement A NOT STARTED	kcampbell@enrollment.org I acknowledge that the English Recommendation provided confidential. I waive my right to view, read and question the provided. Cance Send Request	
recommendation. Check understand th know y Once you've entered all	tact information for the person to the acknowledgement section the form is confidential are ou will not be able to view it. the information you can " <b>Se</b>	on who will write the ion indicating you nd you <b>nd the Request."</b>
* Optional for this school		Official School Reports/ Transcript Form Release Sign Release

A NOT STARTED

#### Monitor Recommendation Status

The

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SSAT



Please have your parent login and designate a school as a score recipient through the "Check Scores" workstation on your student online portal. Your parent can help you

register for a SSAT through "My Tests".

#### Official School Reports/Transcripts

	2019			
	dvisor: Harlem Lacrosse and Leadership	o Remove	2019 Standard Appl	ication Forms
	Harlem Lacrosse	and Leadership 0%	Items highlighted in yellow are retained that is currently expanded.	
	S0 Application Fee To complete this applicat items.	tion, please submit 9 more	Student Profile 100%	Update
	School-Specific Details	Items highlighted in yellow are required for this schoo	The same forms will go to ALL sc Do not personalize your respons	
	See an example of information shared. By c	ation from Harlem Lacrosse and Leadership Clicking the box below, you are authorizing The Enrollment ampleTwo Student's basic profile information with Harlem	Student Essays NOT STARTED	Start
	Share ExampleTwo's basic profile in information from Harlem Lacrosse	nformation and receive updates and important and Leadership	Parent Statement NOT STARTED	Start
	Application & Special Instructions School follows rolling admission.		REQUEST FORMS FROM OTHE The same recommendations will require them. Recommenders sh	go to ALL schools that
	School Supplement Forms This school has no supplemental form	ns to complete.	schools. Mathematics Recommendation	Request
	SSAT Score An SSAT Score is required for grade	e incoming applicants.	▲ NOT STARTED	
		e recipient through the "Check Scores" workstation n also register your student for a SSAT through "My	English Recommendation	Request
To reque	t official school	reports	Principal/Guidance Counselor	0
	or transcripts,	-	Recommendation  NOT STARTED	Request
sele	ect "Sign Release	e."	Official School Reports/ Transcript Form Release	Sign Release
	Ĥ	lide Details 🔺		

## SAT Official School Reports/Transcripts +++

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	COMPLETE PARENT AND STUDENT FORMS				
× Request Official School Reports and Transcripts					
Transcript Release Authorization is to be used when requesting reports and transcripts for the acad 17. This gives the schools an authorization to share your transcripts and reports.	demic years required for admission including: 2018-19, 2017-18, 2016-				
Send Transcript Release Authorization					
Student's Name					
Student Example					
Parent's Email					
SSATExampleEmail@yahoo.com					
Type your name to act as your digital signature	Today's Date				
Mom Example	2018-10-17				
Mom Example, parent/guardian of Student Example do hereby authorize school administrator to 9, 2017-18, 2016-17 in support of my application to Independent School(s) via the Standard Applic This authorization covers requests for all years mentioned above and will be shared with administrator. Once reports and transcripts are uploaded to the SAO, they will be delivered to all schools to which	cation Online (SAO). ators who will be fulfilling the requests for Student.				
Step 1 for the Official School Report/Transcript request is to complete an official release form. This release form will be shared with the school official assigned to provide the reports.					
Cance Sign Release					
Need-based Assistance Learn Mor	re				

## ssat Indicate the years you are requesting

COMPLETE PARENT AND STUDENT FORMS

×

#### **Request School Reports & Transcripts**

This standard section is used to collect official transcripts and school reports from guidance counselors or school administrators at the applicants' current school and or previous schools attended (if any). Most schools require 2 full years of transcripts as well as the most updated grades for the current year. You can request reports for all years from one administrator, or select individual administrators for specific years. **IMPORTANT**: The reports and transcripts will be delivered to ALL schools that require it as part of their SAO application.

#### Send Request for Reports and Transcripts

If you need to request from multiple people/places then you will be prompted to fill out a request after this one is sent for other years not checked below.

#### 2018-19 (to date) Official School Report and Transcript

- ip: Request for the current year report after the first marking period
- 017-18 Official School Report and Transcript
- IO16-17 Official School Report and Transcript

First Name of School Official who will supply Reports/Transcripts

Example

Cancel

Last Name of School Official who will supply Report

SchoolOfficial

Email Address of School Official who will supply Rep

exampleschoolofficial@school.com

acknowledge that school reports and transcripts provid support of the reports and transcripts.

Step 2 of the Official School Report/Transcript request is to indicate the years for which a school official will supply your official grades. First enter the name of the school official, and check the boxes for the school report years this person can provide.

*Note:* If the first person you've requested reports from cannot provide all of the years needed, you need to assign another person to provide any remaining reports.

Send Request

#### The Official School Reports/Transcripts SSAT

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		Contracts Due by:	REQUEST FORMS FROM OTHE The same recommendations will require them. Recommenders sh schools.	go to ALL schools that
	School Supplement Forms Solebury School Supplement Form_7390	Church (3	Mathematics Recommendation	Request
	▲ NOT STARTED  SSAT Score You can designate a school as a score recipient through the "C on your student online portal. You can also register your stude		NOT STARTED      English Recommendation      SUBMITTED on Oct-17-2018      by Example EnglishTeacher	6
	Tests". * Optional for this school The Character Skills Snapshot Results Please submit the student's Snapshot results through "The Sna	anshot" section on your	Principal/Guidance Counselor Recommendation	Request
	ve not reached the first period of your current	he Snapshot.	Official School Reports/ Transcript Form Release WAIVER SIGNED by Mom Example on Oct-17-2018	6
school assigi	year, you may wait to n that specific report	ectly, as this is not school for the school-	2018-19 (to date) Official School Report and Transcript A NOT STARTED	Request
available school	Intil after the grades are a. This will prevent your official from uploading		2017-18 Official School Report and Transcript ▲ REQUEST SENT to Example SchoolOfficial on Oct-17-2018	Resend
year th	reports for the current at don't show at least first quarter grades.	Learn More	2016-17 Official School Report and Transcript ▲ REQUEST SENT to Example SchoolOfficial on Oct-17-2018	Resend
	19 Oct 2018 6PM - 9:30PM Lights- A Solebury Tradition			

#### <sup>The</sup> SSAT Monitor Each Application

2019					
Advisor: Oliver	Scholars Program	View Instructions from Advisor	2019 Standard Applic	cation Forms	
	Oliver Scholars Program Advisor Application Deadline: Rolling	40%	Items highlighted in yellow are req that is currently expanded.	uired for the school	
spontunity unlocked	S0 Application Fee A To complete this application, please submit 5 more items.		Student Profile SUBMITTED on Oct-22- 2018	$\odot$	
	Show 1 School-Specific Item and More De	tails 🗸			
RNAM	Tabor Academy 31%		The same forms will go to ALL schools that require the Do not personalize your responses for schools.		
	Tabor Academy Deadline: 31 Aug 2018 S65 Application Fee A To complete this application, please submit 8 more Items.	51/9	Student Essays	Start	
	Show 3 School-Specific Items and More De	tails 🗸	Parent Statement	Start	
INTE	Westminster School (CT)	38%	A NOT STARTED		
S S	Deadline: 16 Oct 2018 S55 Application Fee A To complete this application, please submit 8 more items.	Submitted by Oliver Scholars Program Oct-22-2018	Parent Evaluation (Grades		
			PK-5) A NOT STARTED	Start	
School-Sp	ecific Details	yellow are required for this school.	REQUEST FORMS FROM OTHER The same recommendations will g		
Optional: G	et Updates and Information from Westminste	r School (CT)	require them. Recommenders show schools.	uld not personalize	
See an example	e of information shared. By clicking the box below, you i ssociation (EMA) to share Nori Ssat's basic profile inform	are authorizing The Enrollment	Mathematics	(	

 Each application has a progress bar showing how close it is to completion. Make sure you reach 100% for each application before the deadline the school has listed as their application due date. When in doubt about the requirements of a school you are considering, you can always consult the school's website or contact their admission office.





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