

Lutheran West Application Checklist

___ **Take the High School Placement Test (HSPT)**. You can register to take it at Lutheran West here: [Lutheran West HSPT](#)

___ **Submit your FACTS application here:** <https://online.factsmgmt.com/aid>
(The Lutheran West FACTS due date is December 31, but **strongly encourage** you to complete these tasks no later than **December 15.**)

___ **Apply online** here: <https://www.lutheranwest.com/Apply.aspx>

___ **Submit Records Request form** to Mr. Olmstead
(molmstead@urbancommunityschool.org) (**part of the Online Application**).

___ **Before Christmas Break**, ask a 7th or 8th grade core subject teacher for a Letter of Recommendation (1 of 2).

___ **Before Christmas Break**, ask another 7th or 8th grade teacher for a Letter of Recommendation (2 of 2).

___ **Follow up** with the people writing your letters of recommendation to say thank you and be sure that the forms have been completed (it is your responsibility to make sure they are sent).

___ Although the application first round deadline is December 31, we **strongly encourage** you to complete these tasks no later than **December 15.**

Lutheran West Admissions Office:
Email: Admissions@LutheranWest.com
Admissions Office: 440-799-8328
Ms. Miranda Pflaum '15
Vice Principal of Admissions & Enrollment
mpflaum@lutheranwest.com

You can access all of these documents and information here:
<https://www.lutheranwest.com/Admissions>