

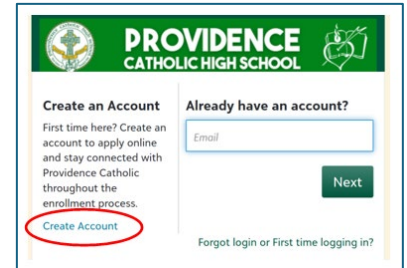
Transfer Student Application Process

The first step is to create your account in Blackbaud, our parent and student portal. Access Blackbaud in either of these ways:

- Direct Link: <https://providencecatholic.myschoolapp.com/app#login/apply>
- From our [website](#), click/tap on *Transfer Students* → *Go to Blackbaud*

Create your Parent Portal Account

1. Click on **Create Account** and enter information about your student (the candidate) and your name and email address. This email and phone number you enter now will be what we use to contact you later with news from Providence Catholic.

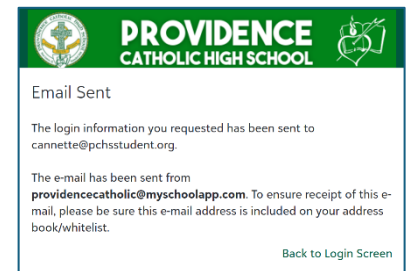


The screenshot shows the Providence Catholic High School Blackbaud login/apply page. It has a green header with the school's logo and name. Below the header, there are two main sections: 'Create an Account' and 'Already have an account?'. The 'Create an Account' section includes a link to 'Create Account' which is circled in red. The 'Already have an account?' section has an email input field and a 'Next' button. At the bottom, there is a link for 'Forgot login or First time logging in?'.

2. Once you are done, you will see an “Email Sent” window. Follow the directions to finish initializing your parent account. **Be patient; the initial email message may take up to 20 minutes to arrive in your inbox.** (Check your junk mail if necessary.)

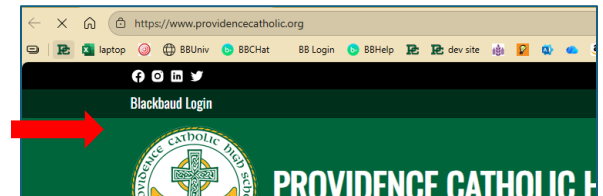
Make note of your password, as you will use it frequently to login to the Blackbaud.

After you have finished creating your Blackbaud account, log out.



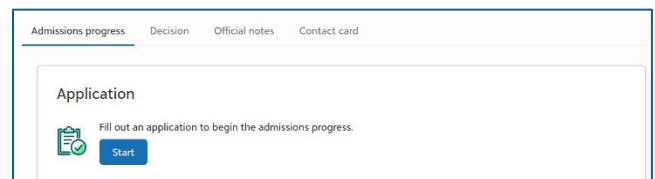
The screenshot shows the 'Email Sent' confirmation page. It has a green header with the school's logo and name. Below the header, it says 'Email Sent' and provides information about the login information being sent to the user's email address. It also mentions that the email has been sent from providencecatholic@myschoolapp.com and asks the user to ensure the email address is included on their address book/whitelist. At the bottom, there is a link to 'Back to Login Screen'.

3. **From here on**, to access Blackbaud, use the link on our home webpage for Blackbaud Login (upper left corner).



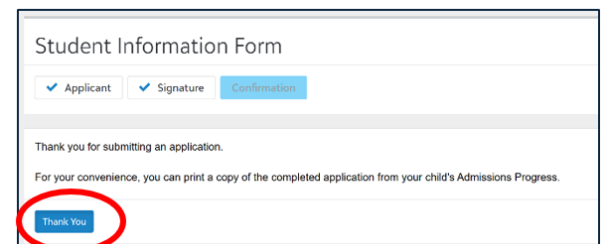
Complete the Application Form for your Student

1. On your home screen, in the **Admissions Progress** tab, you will see a link to fill out the Application form (also referred to as the *Student Information Form*).



The screenshot shows the 'Admissions Progress' tab. It has a green header with the school's logo and name. Below the header, there are four tabs: 'Admissions progress', 'Decision', 'Official notes', and 'Contact card'. The 'Admissions progress' tab is selected. Below the tabs, there is a section titled 'Application' with a green checkmark icon and a 'Start' button.

2. Once you have entered all the required information and submitted the form, you will see this screen. The **Thank You** button takes you back to the home screen, where you can **Apply Another Child** and view other information.

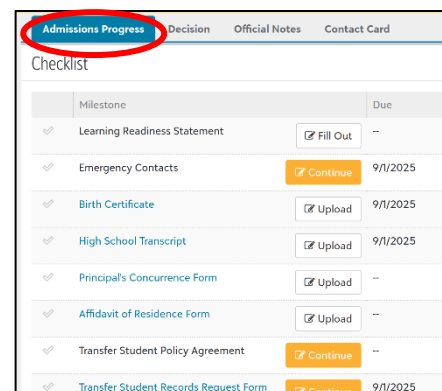


The screenshot shows the 'Student Information Form' completion screen. It has a green header with the school's logo and name. Below the header, there are three tabs: 'Applicant', 'Signature', and 'Confirmation'. The 'Confirmation' tab is selected. Below the tabs, it says 'Thank you for submitting an application.' and 'For your convenience, you can print a copy of the completed application from your child's Admissions Progress.' At the bottom, there is a 'Thank You' button which is circled in red.

Next Steps: Complete the Required Items on your Checklist

1. After you submit the Application form, you will receive a confirmation email, stating that we will process your Application form within **1 business day**.
2. After 1 business day (and your form is processed), login to your parent account and navigate to the **Admissions Progress** tab. There you will see a checklist of items required to complete your application. Be sure to click on the Checklist Step name to get full description/instructions.

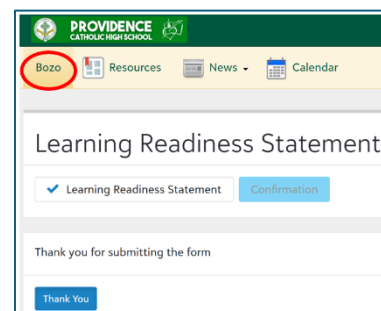
To expedite the acceptance process for your child, complete these items as soon as possible.



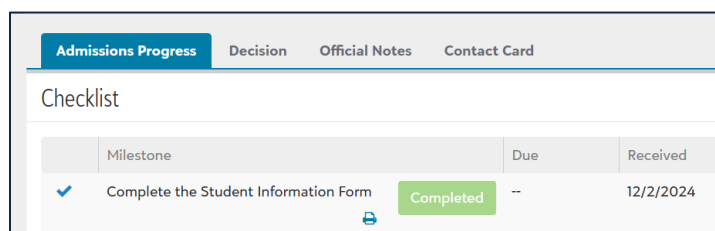
Admissions Progress			
Checklist			
	Milestone		Due
✓	Learning Readiness Statement	Fill Out	--
✓	Emergency Contacts	Continue	9/1/2025
✓	Birth Certificate	Upload	9/1/2025
✓	High School Transcript	Upload	9/1/2025
✓	Principal's Concurrence Form	Upload	--
✓	Affidavit of Residence Form	Upload	--
✓	Transfer Student Policy Agreement	Continue	--
✓	Transfer Student Records Request Form	Continue	9/1/2025

3. **Navigation Tip:** When you upload a document on the checklist, you may need to navigate back to the checklist.

To return to the checklist at any time, click on your child's name in the upper left of the screen.



Your Admissions Home Screen



Admissions Progress			
Checklist			
	Milestone	Due	Received
✓	Complete the Student Information Form	Completed	12/2/2024

1. Admissions Progress Tab

- Contains a list of items to be completed as part of the admissions process. You will see the status of your Student Information (Application) form.
- You will receive email reminders about time-sensitive items on your checklist.

2. Decision Tab

Where we will notify you here about your child's acceptance to PCHS. This is also where you will choose to Accept, Decline or indicate that you are still deciding. **In order for us to generate an enrollment contract for your student, you must Accept.**

3. Official Notes Tab

One of the many ways we communicate with you. Check this page on a regular basis. There will also be an alert in the top right corner of your screen indicating unread official notes.

4. Contact Card Tab

Contains basic demographic and other information about you and your child.

Learn More: Get more tips for navigating the Parent Portal. Click/tap on your name in upper right and then **Getting Started**. We think you will find it helpful!

