The High School Search Process: Getting Organized

There is also no one way to conduct a high school search. No "magic formula." No "abracadabra." Some students manage much of the process on their own. Others are nudged, guided, and supported by family members, teachers, or guidance counselors.

It's important to understand that the search process is a varied as the students and families conducting them. However, there are some timely tips, words of wisdom, and pieces of advice to help guide the process.

And, while we hope your student will apply to Matignon High School, we understand that students and families should explore all their educational options and choose the one that is right for them.

With that in mind, we hope you find these monthly newsletters useful in your search, no matter where you student ends up applying and enrolling. So let's get started!
With varying dates, deadlines, and application documents, getting your high school search off the ground can seem intimidating. But don't fret! Below are some Tips & Tricks for staying calm, cool, and collected.

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**Tip #1: Use a calendar**

While this may be an obvious tip, below are some tricks for using the calendar effectively during your high school search process:

**SAVE DATES:** The majority of schools offer multiple opportunities to visit their campus or interact with representatives. Most families will choose one event to attend and put that on their calendar. But what happens if your student gets sick? Or a make up soccer game gets scheduled? It's helpful to have multiple events from a particular school marked in your calendar for those last minute schedule changes.

**CALENDER OPTIONS:** But, what's the good in having a calendar if you're not going to use it? Make sure you find a calendaring method that works for you. It can be an app on your phone, or a planner you carry with you; it ultimately has to work for you and should streamline your search process. Regularly updating your calendar and reviewing upcoming events helps the search process too; I recommend updating and reviewing your calendar no less than once a week.

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**Tip #2: Create a separate email account**

Did you know that the average worker receives around 122 emails per day? You read right - AVERAGE - which means that there's a chance you're getting even more than 122 emails per day. Don't forget that the number of emails being sent and received is growing. And since this statistic is from 2015, it's likely you're inbox is feeling inundated.

But this poses a dilemma as many high schools send important communications via email. Heck, you received this newsletter via email! So what's a parent or student to do?

I suggest creating a separate email account specifically for your high school search process. I know, I know - another email account to check in addition to your work, personal, and fantasy football account. But hear me out.

Throughout this search process, you are going to be filling out numerous electronic inquiry forms, RSVPing for events, and subscribing to email lists. Wouldn't it be nice if all of that communication was in one, organized account? I certainly think so.
And setting up a separate account is easy. Companies like Google and Microsoft have accessible email platforms as well as helpful resources to keep inboxes organized, provide customer support, and useful search functions.

**Tip #3: Filing & Foldering**

During the high school search process, you are going to receive dozens of brochures, handouts, and physical pieces of information. I know your tendency is to immediately throw these in the trash. But it's important to hold onto these for a number of reasons - they provide valuable information about the school and you can learn about the school from the look and feel of their marketing and admissions materials, as examples.

But how should you organize the materials to help with the search process? I suggest establishing a filing & foldering (trademark pending) system, like keeping a separate file for each school. This system is also helpful for creating application checklists to accompany a school's file and transitioning from applicant to enrolled student.

This foldering system can be used electronically too, by creating folders for individual school within your email.

And if you want to take your high school search organization to the next level, you can even create subfolders for e-communications such as newsletters, application reminders, and visit confirmations.

*That's it for this edition of The High School Search Process. Stay tuned for our next installment where we'll provide tips on creating a checklist for comparing high schools and streamlining your search process.*

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**Don't forget - The High School Information Night is Wednesday, September 18th!**
High School Information Night

SEPTEMBER 18, 2019 6:30 PM

1 Matignon Road
Cambridge, MA 02140

Come see what Matignon High School and other local Catholic & Private High Schools have to offer.

Schools include:

Arlington Catholic
Austin Preparatory School
Bard Academy at Simon’s Rock
Belmont Hill School
Bishop Fenwick
Boston College High School
Cardinal Spellman
Cathedral High School
Chapel Hill – Chauncy Hall School
Commonwealth School
Fontbonne Academy
Malden Catholic
Mount Avernia
Northfield Mount Hermon
Roxbury Latin School
St. John’s Preparatory School
Saint Joseph Preparatory
St. Mary’s

Questions? Contact Admissions at admissions@matignon.org