



# The Welsh Academy

THE MIDDLE SCHOOL AT SAINT IGNATIUS HIGH SCHOOL

*In Honor of Rev. Robert J. Welsh, S.J. '54*

## INQUIRY FORM STEPS

### Step 1. – Getting Started

You will need to fill out an inquiry form located on our website. **You'll need to select 2025-2026 as the inquiring year and 6th or 7th grade as your interested grade.** You should see at the bottom, "Please continue to the following page to inquire about The Welsh Academy Middle School." Click next.

YEAR AND GRADE INTEREST ● ● ●

\* indicates required fields

Year Inquiring For \* 2025-2026 ▼

Interested in Grade \* 6th ▼

Please continue to the following page to inquire about The Welsh Academy Middle School.

YEAR AND GRADE INTEREST ● ● ●

\* indicates required fields

Year Inquiring For \* 2025-2026 ▼

Interested in Grade \* 7th ▼

Please continue to the following page to inquire about The Welsh Academy Middle School.

### Step 2. – Welcome

On the welcome page, you should see The Welsh Academy and a welcome message (see below).

\* indicates required fields



**The Welsh Academy**  
THE MIDDLE SCHOOL AT SAINT IGNATIUS  
*In Honor of Rev. Robert J. Welsh, S.J. '54*

Welcome and thank you for your interest in The Welsh Academy at Saint Ignatius High School, a Catholic all-boys middle school, located in beautiful Ohio City, Ohio.

Through this inquiry form, all Welsh Academy families will gain access to our new admissions portal and will have the ability to:

- Check your son's progress from inquiry to application and decision
- Register for admissions events, including Open House
- Schedule a school tour
- Complete our Application Form
- Communicate with the Admissions Team

How can we help you today?

I would like to:  Inquire  Sign up for The Welsh Academy Tour  
 Schedule a Phone Call with Admissions Coordinator



From here, you'll scroll to the section "How can we help you today?" From the choices listed, you will be able to schedule your tour of The Welsh Academy, or simply inquire to learn more about us.

### Step 3. – About the Student

This section is all about your son. You will need to fill out a separate inquiry form for each student interested in The Welsh Academy. As a reminder, The Welsh Academy is grades 6th, 7th and 8th.

If you don't see your current school list, please select "My School is Not Listed" and then enter your school.

A screenshot of a form field labeled "Current School \*". The dropdown menu is open, showing "My School is Not Listed" as the selected option. Below the dropdown is a text input field labeled "Please specify school name \*".

### Step 4. – About the Parent/Guardian

This section is all about the Parent/Guardian. Don't worry, you will be able to add an additional Parent/Guardian in the application. This Parent/Guardian should be the main contact for the entire admissions process.

In the Preferred Phone section, you will have the option to receive SMS text messages reminders for upcoming events that you have scheduled with The Welsh Academy. At this time, you will not be able to text us back.

A screenshot of the "Preferred Phone \*" section. It includes a dropdown menu for "Type" with "Cell" selected, and a text input field for "Number\*" containing "216-939-2107". Below this is the "SMS Opt In\*" section, which contains a paragraph of text explaining the opt-in process and two radio buttons for "Yes" and "No".

### Step 5 – How did you hear about The Welsh Academy, Review and Submit

This section, you'll need to select how you heard about The Welsh Academy. There are many options to choose from. If you don't see your option, please use "Other"

A screenshot of a form field labeled "How did you hear about The Welsh Academy? \*". The dropdown menu is open, showing a list of options: Friend, Alumni, Website, School Visit, Social Media, Print Advertisement, Web Advertisement, Mailing, Current School, Referral, and Other.



Then select, Next to continue to Review your information.

REVIEW ● ● ●

Your form is not complete yet! Please review the information below, make any changes you need, and submit the form.

Once you have reviewed your information and everything is correct, you may either Submit this form, or Submit and Start Another. If you have more than one son interested in Saint Ignatius, please use the Submit and Start Another.

< Previous    **Submit & Start Another**    Submit

### Step 7. – Thank you!

Once you select submit, you will be taken to the Thank You page with our contact information on it. If you have any questions, please do not hesitate to contact us!

## Thank you

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Thank you for your interest in The Welsh Academy.

Have questions? Contact us below!

For The Welsh Academy Middle School (entering grades 6-8)

- Toni Torres-Regula -- Admissions Coordinator
  - 216.939.2107 or aregula@ignatius.edu
- Margarita (Maggie) Pena -- Executive Administrative Assistant/Family Liaison
  - 216.281.2308; mpena@ignatius.edu

### Step 8. – Check your email

Once you hit submit, you should receive two emails from Saint Ignatius High School. Please check your spam and junk folders. These emails could go to those folders.

1. Subject: Thank you for your interest!
2. Subject: Create your Admissions Parent Portal Account - The Welsh Academy