**(SCHOOL NAME)**

## APPLICATION FOR ADMISSION - TRANSFER STUDENTS

Thank you for your interest in sending your child to [SCHOOL]! We pride ourselves on providing a school environment that is both Christ-centered and academically enriching to ensure that your child will thrive.

As a possible new transfer student, we are interested in learning some of the reasons for your decision to choose our school as an educational home for your child. Would you take a minute to share with us a few thoughts about your reasons for applying for admission to our school?

In order to proceed with your child’s application for admission, please provide our school with copies of the following documents from your child’s prior school(s):

1. Current report card, including comments, and the two previous year’s report cards.
2. Current standardized test scores plus the two previous years’ scores, if available.

After all the necessary school records have been received from your child’s previous school, we will arrange a parent and student interview. This will be a great time for us to learn more about your child and also share some information with you about the opportunities available at our school. After this interview is completed, we will notify you within 5 business days of our admissions decision.

If we offer your child the opportunity to enroll at our school, you will need to register your child in order to secure a spot at our school. Please note that if your child is transferring from another Catholic School in the Diocese of Buffalo, registration at our school cannot be completed until all tuition obligations at the previous Catholic school have been met.

As a potential transfer student, if admission is offered your child will be accepted to attend our school on a probationary basis. Before deciding to enroll your child at our school, we recommend that you and your child become familiar with the guidelines and policies of our school so you are aware of the expectations we have for your child. If after a period of 10 weeks we find that your child is not able to abide by the guidelines and standards of our school and we do not feel we can offer your child the supports they need for success, we will ask that he or she be transferred to another school.

In order to begin the transfer application process, please complete the information below:

Child’s Legal Name:

Child’s Birthdate:

Child’s Current Grade (or grade applying for during summer):

Child’s Address:

Child’s Parent(s) or Legal Guardian(s):

Parent/Guardian Phone Number:

For parents of children transferring from another Catholic School in the Diocese of Buffalo, by signing this document you are verifying that all tuition obligations at the child’s previous school have been met and give us your permission to ask the previous school if any balance is still owed to them.

Thank you for your interest in transferring your child to our school!

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date :