



MARIA High School

Maria Women Make a Difference in the World

Dear Parent/Guardian,

Thank you for your interest in Maria High School! Maria High School is a Catholic, college preparatory high school for young women which offers a challenging academic program that responds to individual interests and needs. A ministry of the Sisters of St. Casimir, Maria High School provides an excellent educational experience and nurtures the faith life of its diverse learning community through prayer, worship and service.

The faculty and staff, committed to the pursuit of excellence, provide caring, respectful environment which inspires each student to live her faith, discover her gifts, and cultivate life-long relationships. Maria High School, in partnership with parents, family, and the community, helps young women reach their full potential.

For your daughter who is considering transferring in for the 11-12 school year, all of the following documents are needed **before** admission to Maria High School is considered:

- An unofficial transcript, which includes attendance records, standardized test scores, all high school work completed to date.**
ALL FAILING GRADES MUST BE REMOVED BY SUCCESSFUL ATTENDANCE AT SUMMER SCHOOL.
Please forward as soon as possible.
- The completion of the enclosed transfer student admission application by the student.**
- The enclosed Discipline/Attendance History form must be completed by the student's current Dean or Chief Disciplinary/Attendance Officer of the school.**
- Letter of Recommendation (optional).** This letter **MUST** be written by an administrator, counselor or Dean of the school you currently attend. It can be submitted by mail or fax.

The information will be evaluated once **all** the required documents have been received and you will be notified as to whether your daughter qualifies for a transfer. **Transfer students must demonstrate an ability for the academic program at Maria High School and must have a good disciplinary and attendance record at her previous high school.** If you qualify, you will be contacted to schedule a registration appointment. At that time you will need to submit an **official transcript** as well as pay the school **registration fee**.

For more information in regards to Maria High School, please visit our website at www.mariahighschool.org. For more information on transferring, you can contact **Mrs. Comiskey at 773-925-8686 x108.**

Sincerely,

Mrs. Comiskey

Guidance Department

ccomiskey@mariahighschool.org



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TRANSFER STUDENT ADMISSION APPLICATION

(PLEASE TYPE OR PRINT)

Student Name _____

Entering as a: ___ Sophomore '14 ___ Junior '13 ___ Senior '12

Address _____

City _____ State _____ Zip _____

Parent/Guardian Name _____

Telephone: Home () _____ Work () _____

Name, address, and telephone number of school you are transferring from:

TO THE STUDENT: Why do you want to transfer to Maria High School?

TO THE STUDENT: What activities are you involved in at your current school or in your community? Please include sports, clubs and volunteer service.



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Discipline/Attendance

Date _____

We, the undersigned student and parent, do hereby authorize _____ school to release to Maria High School information regarding the undersigned student.

Student Signature

Parent Signature

Student name _____ Phone: _____

Address _____

Attendance:

School year : ___ - ___ _____ Absences _____ Tardies

_____ - _____ _____ Absences _____ Tardies

_____ - _____ _____ Absences _____ Tardies

Were any of these absences due to cuts? No Yes _____ (number of cuts)

Did the student receive disciplinary action for any of the following reasons:

- | | | |
|---|-----|----|
| Truancy | Yes | No |
| Cigarettes, smoking paraphernalia | Yes | No |
| Alcohol, drugs | Yes | No |
| Fighting, harassment, gangs, weapons | Yes | No |
| Disrespectful behavior, verbal or nonverbal | Yes | No |
| Use of offensive, vulgar, or obscene language | Yes | No |
| Disregard for school policies, procedures, or authority . . | Yes | No |
| Vandalism | Yes | No |
| Dishonesty | Yes | No |
| Other | Yes | No |

Is the student leaving your school voluntarily? Yes No

Comments: _____

School Official's Signature _____

Title _____

Please mail or fax this form directly to Mrs. Comiskey at 773-925-8885. Do not return it to the student.