



# St. Rita of Cascia High School

## Transfer Policy

### To apply to St. Rita:

1. A **Student Transfer Application** must be completed and returned. See Pages 2-4.
2. A **Transcript (unofficial or official)**, including the most recent grade report, from the student's current high school must be submitted with the application.
3. **Letters of Recommendation**, while not mandatory, will be accepted and strongly encouraged. We will only accept letters of recommendation from the student's current high school teacher, counselor or coach who worked with the student.
4. St. Rita will contact the student's current high school for a **discipline and attendance status report**. If there are any concerns relating to excessive discipline issues or absence in school, the student's application may be removed.
5. The **Authorization to Release Student Records** should be completed, signed, and submitted with the application materials. This will expedite St. Rita being able to obtain the student's official records, including his medical and dental records as well as a copy of his birth certificate.
6. When the above items are submitted, St. Rita's Principal and/or Dean of Curriculum & Instruction will request an **in-person meeting** with the applying student and at least one of parent/guardian.
7. After the review of the applying student's application, transcripts, discipline/attendance records, and interview, the St. Rita Academic Administration will decide the admissibility of the student and notify him and his parent(s) of their decision.
8. St. Rita reserves the right to admit students on a one-year probationary status. The student's academic and discipline records will be reviewed periodically. The student must remain in good standing academically and behaviorally to remain a student at St. Rita of Cascia High School.

For questions or concerns regarding the transfer process, please contact the Admissions Office at (773) 925-7482.

Please submit all application materials for review by dropping them off at our Main Office or emailing them to Mr. Josh Blaszak, Principal, at [jblaszak@stritahs.com](mailto:jblaszak@stritahs.com).