



# 10<sup>th</sup> - 12<sup>th</sup> Grade Transfer Students & Non-Projected 9<sup>th</sup> Grade Students

July 15<sup>TH</sup> thru August 16, 2019  
Mondays & Wednesdays only 9:00 AM – 12:00 PM

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## Transfer Process

**Step 1: All transfer students must meet with the principal prior to acceptance and must be accompanied by their parent/guardian. By appointment only.**

**Step 2: Parent/legal guardian(s) must bring the following documents For transfer consideration:**

- Final report card from 8<sup>th</sup> grade (for 9<sup>th</sup> non-projected 9<sup>th</sup> graders)
- Elementary School Diploma (for 9<sup>th</sup> non-projected 9<sup>th</sup> graders)
- High school transcripts (10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> grade transfers)
- Discipline records (9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> grade transfers)
- IEP (if applicable)
- Test scores (NWEA – 9<sup>th</sup> grade, or SAT 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade)
- Immunizations/health records
- Attendance Records (10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> grade transfers)
- Child's birth certificate
- 3 pieces of proof to confirm current address (see below)

**Step 3: Accepted proofs of current address:**

- Valid/current driver's license and/or state identification
- Official Court Documents
- Illinois Public Aid Medical Card
- Passport
- Current Utility Bills (Ex: ComEd, Peoples Gas, Comcast, DirectTV, ATT)
- Voter's Registration Card

**LEASES ARE NOT ACCEPTED**

If you have any questions/concerns, please do not hesitate to contact the main office at (773) 535-0880 and/or Dr. Tolbert at (773) 535-0880, Ms. Jackson at (773) 535-0880.