

# St. Francis de Sales High School

10155 South Ewing Avenue • Chicago, Illinois 60617

(773) 731-7272 • Fax (773) 731-7888 • www.sfdshs.org



Dear Potential Pioneer:

We appreciate your interest in St. Francis de Sales High School. We are excited that you have considered St. Francis de Sales as a possible transfer option. This packet contains the forms necessary to request all information required to start the transfer process.

- **RETURN ALL DOCUMENTS BY MAIL OR FAX TO ST. FRANCIS DE SALES HIGH SCHOOL. TRANSFER DECISIONS WILL NOT BE MADE IF ALL NECESSARY INFORMATION IS NOT SUBMITTED.**

To be considered for admission to St. Francis de Sales High School, the following information is necessary:

1. An unofficial transcript, which includes attendance records, standardized test scores, all high school work completed to date, showing 6.00 credits for a sophomore transfer, 12.00 credits for a junior transfer, and 18.00 credits for a senior transfer for the fall. It is the policy of St. Francis de Sales High School to not accept second semester senior transfers. To be secured from your current school.

ALL FAILING GRADES MUST BE REMOVED BY SUCCESSFUL ATTENDANCE AT SUMMER SCHOOL. Please forward as soon as possible.

2. The completion of the enclosed transfer student admission application by the student.
3. Letter of Recommendation. 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.
4. The enclosed Discipline/Attendance History form must be completed by the student's current Dean or Chief Disciplinary/Attendance Officer of the school.
5. If you are transferring from a Private or Catholic high school, your tuition and fees at the school you are leaving must be current.

The information will be evaluated and you will be notified as to whether you qualify for a transfer. 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 of \$150.

Please contact the Admissions Office for information about tuition, book fees, uniforms and other supplies. At registration you will be asked to sign a tuition contract and commit to a tuition payment plan. *In order to protect students' individual eligibility, schools of the Archdiocese of Chicago support the policies of the Illinois High School Association. In doing so, St. Francis de Sales High School may not promise or offer athletic scholarships of any kind. Violations may result in loss of eligibility for the student, coach or school.*

Thank you for considering St. Francis de Sales as your future high school, we look forward to hearing from you soon!

# St. Francis de Sales High School

10155 South Ewing Avenue • Chicago, Illinois 60617

(773) 731-7272 • Fax (773) 731-7888 • [www.sfdshs.org](http://www.sfdshs.org)



Dear Registrar,

A student currently enrolled at your school, \_\_\_\_\_, has requested admission to St. Francis de Sales High School. As part of our transfer policy, no student will be considered for admission if the appropriate information has not been verified or submitted by the school from which they are transferring.

In order to process this transfer request, the documents checked below are **required**. The required documents can be faxed to 773-731-7888, scanned and emailed to [mr Ramirez@sfdshs.org](mailto:mr Ramirez@sfdshs.org) or they can also be mailed directly to St. Francis de Sales. Please address the required items to:

St. Francis de Sales High School  
Attn: Mary Kay Ramirez  
10155 S. Ewing Avenue  
Chicago, IL 60617

Required documents:

- Unofficial Transcript (which includes standardized test scores and all high school work completed to date)
- Discipline and Attendance History (enclosed form to be completed by Dean of Students/Attendance Officer. Attach any additional information as necessary)
- Tuition and Fee Status Form (enclosed form to be completed by Business Manager)
- Letter of Recommendation (can be sent separately)

Please feel free to call with any questions.

Sincerely,

Mary Kay Ramirez  
Director of Community Relations

# St. Francis de Sales High School

10155 South Ewing Avenue • Chicago, Illinois 60617

(773) 731-7272 • Fax (773) 731-7888 • www.sfdshs.org



## Transfer Student Admission Application

Student's Name: \_\_\_\_\_

Anticipated Year in School (Please circle): Freshmen Sophomore Junior Senior

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Current School Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

To The Student: On the lines provided, write a brief statement explaining your reason for transferring and why you chose St. Francis de Sales High School.

---

---

---

---

---

---

---

---

# St. Francis de Sales High School

10155 South Ewing Avenue • Chicago, Illinois 60617

(773) 731-7272 • Fax (773) 731-7888 • www.sfdshs.org



## Disciplinary and Attendance Report

Name of Student: \_\_\_\_\_

School Currently Attending: \_\_\_\_\_

Dates Attended- From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_

Has this student ever been suspended for any reason? (If yes, please explain.) Yes No

Is this student being expelled? Yes No

Is this student/has this student been on disciplinary or attendance probation? Yes No

Is there any reason this student would be asked NOT to return to your institution? Yes No

Is this student excessively absent or tardy? Yes No

Has this student accumulated an extensive amount of detentions/ classroom dismissals? Yes No

Any other disciplinary or attendance history we should be aware of? Yes No

Please write any necessary or explanatory comments below.

Completed by (Print Name/Title): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Please fax this form to 773-731-7888. Thank you for your assistance in this matter.

# St. Francis de Sales High School

10155 South Ewing Avenue • Chicago, Illinois 60617

(773) 731-7272 • Fax (773) 731-7888 • [www.sfdshs.org](http://www.sfdshs.org)



## FINANCIAL STATUS VERIFICATION

Attn Business Manager:

\_\_\_\_\_, a student currently enrolled at your school, has requested admission to St. Francis de Sales High School. As part of our transfer policy, no student will be considered for admission if he or she is in financial arrears at their home school.

Please verify this student's financial status by checking the appropriate box and signing below.

- Student has met all financial obligations.
- Student is in arrears.

\_\_\_\_\_  
Business Manager

Please fax this form to 773-731-7888. Thank you for your assistance in this matter.