



Roman Catholic High School

Transfer/Transcript Request Form

The laws of confidentiality require your son's school to have your permission before releasing his transcript, conduct and attendance reports. Please sign this release form and submit it to your son's current school academic/main office. After submitting this form, your son's current school will know the required forms needed to begin the transfer process.

Print Applicant's Name: _____

Applicant's Present Grade: _____

Home Phone: _____

Applicant's Present School: _____

School Phone: _____

Parent's Signature: _____

Date: _____

*By signing this form, I authorize the release of all transcript, conduct and attendance records for the applicant.

To the Applicant's Principal or Dean of Students:

Upon receipt of this form, please send over the required documents:

- Up to date transcripts
- Most recent end of year report card
- Most recent standardized test scores
- Most recent IEP, Psycho Educational Evaluation or 504 Plan in its entirety (if applicable)
- Conduct Report – please include all infractions, honor code violations, demerits or detentions, including any suspendable offenses and the details.
- Attendance Record
- Immunization Card – written proof of immunization, signed by a physician or other health professional, is required

RCHS

