



Transfer Student Checklist

Our Lady of Tepeyac High School

Welcome to Our Lady of Tepeyac High School! To ensure a smooth transfer process, please review the following checklist and provide all necessary documentation.

1. Application Inquiry

- ☐ Complete and submit the online [Transfer Application](#) form.

2. Transcript Release Form

- ☐ Complete the [Transcript Release Form](#) and submit it to your current school.
(Records must be sent to Our Lady of Tepeyac High School.)

3. Academic Records

- ☐ **Official Transcripts** from your current school (for the past two years, if applicable).
- ☐ **Report Cards** from the most recent grading period.
- ☐ **Standardized Test Scores** (e.g., PSAT, SAT, ACT) or other achievement tests (if applicable).

4. Immunization and Medical Records

- ☐ Complete **Immunization Records** (including any state-required vaccines).
- ☐ Provide a **Health/Physical Examination** form, if required by the state or school policy.
- ☐ **Any Medical or Special Needs** documentation (if applicable, to ensure proper accommodations).

5. Disciplinary and Attendance Records

- ☐ **Disciplinary Record** from your current school
- ☐ **Attendance Records**

6. Special Education or Testing Information

- ☐ **IEP (Individualized Education Plan)** or **504 Plan** (if applicable).
- ☐ **Psychological Evaluation Reports** (if applicable).

Once the documentation has been provided, a meeting will be scheduled with the students and parent/guardian.

7. Parent/Guardian Information

- ☐ **Parent/Guardian** (In the event that you are not the student's parent, appropriate legal documentation must be submitted)
- ☐ **Emergency Contact Information** (phone numbers, email addresses).

8. Financial Aid

- ☐ Once accepted to Our Lady of Tepeyac High School, the student and family can apply for Financial Aid. If they have questions or need assistance, Director of Scholarships Isabel Del Real can assist.
- ☐ Income Documentation will be required

10. Additional Documents

- ☐ **Student Essay:**
 - ☐ Briefly summarize your reasons for wanting to transfer.

Important Notes:

- All required documents must be submitted directly to Our Lady of Tepeyac High School's Main Office.
- **Deadline for submission:** Please ensure all materials are submitted by the date of scheduled appointment.
- Incomplete applications or missing documents may delay the review process.

If you have any questions or need assistance with any of the above items, please contact us at 773-522-0023 or drodriguez@ourladyoftepeyac.org.

We look forward to welcoming you to our community!