

REQUIRED DOCUMENTS CHECKLIST



Required Application Documents

Please gather the following documents before starting your application. All documents will be uploaded directly through the Finals site Application Portal.

All Applicants (Incoming Freshman & Transfer Students)

- ☐ Birth Certificate
- ☐ Parents' most recent Federal Income Tax return (student listed as dependent)
- ☐ Most recent Report Card (with teacher comments/notes)
- ☐ Immunization Record
- ☐ Proof of completed Catholic Education Foundation (CEF) and FACTS applications

Additional Items for Incoming Freshman

- ☐ Standardized Test Scores (STAAR, CAASPP, etc.)
- ☐ Letters of Recommendation:
 - ☐ Principal or Counselor
 - ☐ Math Teacher
 - ☐ English Teacher

Additional Items for Transfer Students

- ☐ Letter of Recommendation from current Counselor
- ☐ Attendance and Behavior Report from current school

How to Upload Your Documents

1. Log in to the Finals site Application Portal using your account. If you do not have one, create a new account.
2. Navigate to the **Application Checklist** section.
3. Click **Upload** next to each required document.
4. Verify that each file has uploaded successfully.
5. Submit your application once all required items are complete.