Resurrection College Prep High School
Discipline/Attendance Records Transfer Form

To: _____(Current School/Principal)

Permission is given to transfer the discipline/attendance records of _____ to Resurrection College Prep High School.

_____ _____ _____ _____ Parent/Guardian Signature Date Student Signature Date

School Year _____ # of days absent _____ # of times tardy _____ School Year _____ # of days absent _____ # of times tardy _____ School Year _____ # of days absent _____ # of times tardy _____ Were any of these absences due to cuts? _____ Yes _____No. If yes, how many? _____ Did the student receive disciplinary action for any of the following reasons: Drugs/Alcohol Yes No

Fighting/Harassment Yes No

Forgery Yes No

Smoking Yes No

Weapons Yes No

Truancy Yes No

Other (please explain) _____

_____ Is the student leaving your school voluntarily? _____ Yes _____ No

School Official's Signature _____ Title

_____

Please email this form directly to Resurrection College Prep High School:

Connie Castellucci ccastellucci@reshs.org
Resurrection College Prep High School
7500 W. Talcott Avenue
Chicago, IL 60631

Date:

To:

Permission is given to release the following records for _____

to Resurrection College Prep High School for evaluation.

Please send the following documents within the next 14 days:

- Official Transcript
- a current progress report (if not including on the official transcript)
- Standardized test scores (PSAT or other)
- IEP/504/Accommodation Plan
- Attendance/Discipline Report

Original documents can be emailed to:
Resurrection College Prep High School
ATTN: Registrar
cwarren@reshs.org

Thank you for your attention to this matter.

Caitlyn Warren

Caitlyn Warren
Registrar

_____ _____

Signature of Parent/Guardian authorizing the release of information | Date

_____ _____

Student Name (first and last) | Current Grade