

## Diocese of Joliet Catholic Schools Office Student Transfer Form

In accordance with diocesan policy, any student requesting admission as a transfer from a Catholic school will be provided with this form to establish the transfer protocol and verify that the student is in 'good standing.' In good standing means that the school has not disciplined the student with an out-of-school suspension or expulsion and the student is entitled to attend classes as of the date of this form. Furthermore, the diocesan transfer policy requires that the family has no outstanding tuition balance owed to the school. No diocesan Catholic school may admit a new student from another school unless they can produce this completed form.

**Current school:**

NAME OF STUDENT (Last, First, Middle)	BIRTHDATE (Month, Day, Year)	GENDER	GRADE LEVEL
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ADDRESS

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NAME OF PARENT OR GUARDIAN	PARENT/GUARDIAN TELEPHONE		
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Home</td> <td style="width: 50%; border: none;">Work</td> </tr> </table>	Home	Work
Home	Work		

NAME OF PASTOR	PARISH	PHONE
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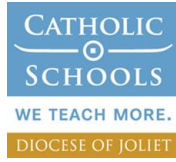
\_\_\_\_\_
\_\_\_\_\_  
*Date*
*Signature of Pastor*

NAME OF PRINCIPAL	SCHOOL	PHONE
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\_\_\_\_\_
\_\_\_\_\_  
*Date*
*Signature of Principal*

**Please check the appropriate box.**

- We hereby attest that the above student is in good standing.
- We hereby attest that all tuition paid in full.
- We hereby attest that the above student is NOT in good standing due to a current suspension and/or expulsion from \_\_\_\_\_ until \_\_\_\_\_. The student must complete the entire term of the suspension or expulsion before admission to another Catholic school in the Diocese of Joliet.
- We hereby attest that the above student is NOT eligible for transfer for knowingly possessing in a school building or on school grounds a weapon as defined in the Gun Free Schools Act; for knowingly possessing, selling, or delivering in a school building or on school grounds a controlled substance or cannabis; or for battering a staff member of the school.
- We hereby attest that the above student is NOT in good standing due to outstanding tuition owed to the school from which transfer is requested. The family must pay in full or come to agreement with the school pastor for an approved transfer.



**School student is transferring to:**

NAME OF PASTOR	PARISH	PHONE
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NAME OF PRINCIPAL	_____	SCHOOL	_____	PHONE
	<i>Date</i>			<i>Signature of Pastor</i>

NAME OF SUPERINTENDENT OF CATHOLIC SCHOOLS	_____	PHONE
	<i>Date</i>	<i>Signature of Principal</i>

**Catholic Schools Office Section**



I hereby attest that the school has followed the Diocesan transfer policy and protocol.

_____	_____
<i>Date</i>	<i>Signature of Superintendent</i>

**RELEASE OF RECORDS**

When children transfer from one school district to another, it is essential that the receiving school district have access to a child's academic records and/or cumulative files in order that they might adequately provide for his/her educational placement and programs. Federal law requires that written permission of the parent or guardian be obtained for the transfer of such records.

Please sign below to indicate your permission for us to obtain or forward your child's records. I hereby authorize \_\_\_\_\_ School to submit scholastic records and health data pertaining to \_\_\_\_\_, who was enrolled in grade \_\_\_\_\_ during the 20\_\_\_\_ - 20\_\_\_\_ school year.

Please send these records to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

_____	_____
Signature of parent/guardian	Date

Under the Illinois School Records Act of 1975, a parent or legal guardian has the right to examine all or any student records and to prohibit the transfer of any or all such information.
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