



Alcott College Prep High School
2957 N Hoyne Ave
Chicago, IL 60618
Grace Moody, Principal
Mark Janka, Assistant Principal

TRANSFER APPLICATION

Page 1: To Be Completed by Family Applying

Name of Student: _____

Current grade level: _____ Current school: _____

Elementary School: _____

Application to grade level: _____ Semester requesting to start (circle one): Semester 1 - or - Semester 2

Date of birth (MM/DD/YYYY): ____ / ____ / ____ Gender: _____

Mailing Address: _____ Apt. # _____

City: _____ State: _____ Zip: _____

Student CPS Email Address: _____ Do You Have A Sibling at Alcott: Yes - or - No

Name of Parent/Guardian: _____ Name of Sibling at Alcott: _____
(if applicable)

Parent Email Address: _____

Parent cell phone: _____ Parent home phone: _____

Best Time to Call (circle one): Morning Afternoon Evening Please indicate best times: _____

* Please note that the deadline for the student to submit this completed application to Alcott is rolling. It is the student's responsibility to submit all parts of the application together in one sealed envelope with the school official's signature on the seal.

To be completed by Alcott College Prep official:

Date Received: _____

Received by: _____

Are all contents inside? _____

Sealed envelope with official's signature? _____



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Page 2: To be completed and signed by previous school official

Discipline/Behavior

Has the student ever been found responsible for a disciplinary violation at your school, whether academic or behavioral misconduct, that resulted in the student's probation, suspension, removal, or expulsion?

* Please attach any relevant disciplinary records.

Attendance

Has the student been tardy to school, skipped classes or had excessive unexcused or excused absences?

* Please attach any relevant disciplinary records.

Required Additional Documentation for Transfer Consideration

Please enclose the following 7 pieces of documentation with this completed form. Please indicate "NA" if the piece is Not Applicable to the student.

- _____ 1 / 7: The student's official transcript
- _____ 2 / 7: The most recent quarter grade report.
- _____ 3 / 7: Current schedule of classes
- _____ 4 / 7: All standardized test scores (EXPLORE, PLAN, PSAT/ACT, PSAT, AP, etc.)
- _____ 5 / 7: Discipline records
- _____ 6 / 7: Attendance records
- _____ 7 / 7: IEP or 504 plans (if applicable)

* If this documentation is not in a sealed school envelope with the school official's signature on the seal, the student's transfer application will be considered incomplete and will be discarded.

Current High School Official's Signature _____ Date _____