

REQUEST FOR RECORDS

To the Parents

A completed report from the school that your daughter is presently attending is required to complete her file. Please complete and sign this release form.

Applicant name Current grade

Name of school last attended

School street address City, State, ZIP Phone number of school

I give permission to release a copy of the requested student's school report to Josephinum Academy.

Signature of parent or guardian Printed name Date

To the School

The student above has applied for _____ grade admission at Josephinum Academy. In order to consider this applicant, we are requesting the following information:

9th grade applicants:

1. 7th and 8th grade academic records, including report cards and test scores
2. Any special needs documentation (if applicable)
3. Completed School Administrator Information Request Form (attached)

High school transfer applicants:

1. Full transcript with courses, grades, and credits
2. Standardized test scores
3. Any special needs documentation (if applicable)
4. Record of attendance and discipline

This information will be used in the admissions process and will be treated confidentially. Please fax or mail the requested information to:

The Office of Admission
Josephinum Academy
1501 North Oakley Boulevard
Chicago, Illinois 60622
Fax: 773.292.3963
Email: admissions@josephinum.org

Josephinum Academy does not discriminate on the basis of gender, race, color, religion, sexual orientation, national or ethnic origin, legal status, or disability in administration of its admissions policies. We seek a diverse student body in support of our mission, vision, and values and maintain an admissions process reflective of these goals. We encourage anyone to apply who can benefit from and contribute to our school community.



**JOSEPHINUM
ACADEMY**
OF THE SACRED HEART

Admissions Application



APPLICATION FOR ADMISSION (Please type or print)

Date: ____/____/____

This application is for:

- 9th grade
- High school transfer

Applicant and School Information

Applicant's name (first middle last) _____
 Nickname _____

Grade applying for _____
 Date of birth _____

Current school _____
 Grades attended _____

If student is in 8th grade, is Josephinum Academy the only high school she applied to? Yes No

If no, where else has student applied? (please list all high schools above)

Has student taken any foreign languages in school? Yes No
 Please list: _____

Are there languages other than English spoken in student's home? Yes No
 Please list: _____

What is the guardian's preferred language of communication? _____

What language does the student plan to study at Josephinum? Spanish French
 (please choose one)

If student is a transfer student, please indicate the reason(s) student wants to transfer from her current school. _____

Please list any activities or sports that student participates in or any outside interests that she has. _____

Ethnicity (please check all that apply)

- African American
- Asian/Pacific Islander
- Latina
- Other
- American Indian/Alaska Native
- Caucasian

Street Address _____
 City _____
 State _____
 ZIP Code _____

Home phone _____
 Religion _____
 Parish or Church _____

Student cell phone _____
 Student email address _____

Family Information

Parent/Guardian #1

Parent/Guardian #2

Full name _____
 Relationship to student _____

Street address (if different from applicant) _____

City _____
 State _____
 ZIP code _____

Cell phone _____

Cell phone _____

Email address _____

Email address _____

Place of employment _____

Place of employment _____

Position _____

Position _____

Business phone _____

Business phone _____

Highest level of education completed: _____

Highest level of education completed: _____

High School College

High School College

Post-Graduate /Masters Program

Post-Graduate /Masters Program

Degree: _____

Degree: _____

Does applicant have any foreign languages in school? Yes No
 Please list: _____

Are there languages other than English spoken in student's home? Yes No
 Please list: _____

What is the guardian's preferred language of communication? _____

What language does the student plan to study at Josephinum? Spanish French
 (please choose one)

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Ethnicity (please check all that apply)

- African American
- Asian/Pacific Islander
- Latina
- Other
- American Indian/Alaska Native
- Caucasian

Street Address _____
 City _____
 State _____
 ZIP Code _____

Home phone _____
 Religion _____
 Parish or Church _____

Student cell phone _____
 Student email address _____

Previous Interaction with Josephinum

Has the applicant attended a Shadow Day at Josephinum? Yes No
 Date attended: _____

Has the applicant attended an Open House at Josephinum? Yes No
 Date attended: _____

Has the applicant attended a high school fair where Josephinum was represented? Yes No

How did the applicant and/or her family first learn about Josephinum? _____

Does the applicant have any younger sisters? Yes No

If YES, what grade(s) are they in currently? _____

If YES, please provide relationship to applicant: _____

If YES, please provide name: _____

Has any member of the applicant's family graduated from Josephinum? Yes No

If YES, please provide relationship to applicant: _____

If YES, please provide name: _____

Does applicant have a relative currently enrolled at Josephinum? Yes No

Who is responsible for school-related decisions? Both parents Father Mother Guardian

If student lives with someone other than parents, list relationship: _____

If parents are divorced, who has legal custody? _____

Religion _____
 Parish or Church _____

College/University attended _____

College/University attended _____

Religion _____
 Parish or Church _____