

# TRANSFER STUDENT INFORMATION GRADES 9<sup>TH</sup> -12<sup>TH</sup>

Dear Family,

Thank you for your interest in Notre Dame Academy! Attached please find our **Transfer Application**. We hope Notre Dame Academy will be the right choice for your daughter. Let us know how we can further assist you in this important decision.

If you wish your daughter to attend Notre Dame Academy, please follow the preliminary steps below:

1. Please complete both sides of the Transfer Application.
2. Attach a copy of an unofficial transcript, a copy of your school's course curriculum booklet and a standard school profile sheet. Your counselor will have copies of this information. This should include Attendance and Discipline information as well.
3. If you have any proficiency scores or standardized test scores on file, please enclose a copy.
4. Mail the above information to: Mrs. Theresa Emrick, Admissions Director  
Notre Dame Academy  
3535 W. Sylvania Ave.  
Toledo, OH 43623
5. Note: To be eligible for financial aid you must submit the FACTS Management Corporation (FMC) forms and be accepted to Notre Dame Academy. FMC forms and tuition information are available on the Admissions page at [www.nda.org](http://www.nda.org)

All materials listed above (numbers 1 thru 4) must be received before NDA will process the transfer application. Upon receipt of **all** materials listed above, we will process the application and contact you with our acceptance decision. If you have further questions, please call the Admissions Office at (419) 475-9359.

We look forward to meeting with you!

Sincerely,



Mrs. Theresa Emrick  
Director of Admissions



# Notre Dame Academy Transfer Application

For the admission of students currently in grades 9, 10, 11 or 12

TO BE COMPLETED BY THE PARENTS

## INFORMATION REGARDING THE STUDENT

Name \_\_\_\_\_ Current Grade \_\_\_\_\_  
LAST FIRST MIDDLE

Address \_\_\_\_\_  
NUMBER AND STREET CITY ZIP

Telephone \_\_\_\_\_ Birthdate \_\_\_\_\_  
AREA CODE PHONE NO. MONTH DAY YEAR

High School \_\_\_\_\_ Family e-mail \_\_\_\_\_

Public School District \_\_\_\_\_ Religion & Church \_\_\_\_\_  
(WHERE YOU LIVE)

- When would your daughter like to attend NDA?  As soon as possible  At the quarter break  Next school year (Fall)
- Are you in good academic, financial and disciplinary standing at your current school?  Yes  No, \_\_\_\_\_
- Who is financially responsible for this student?  Father  Mother  Step-father  Step-mother  Legal Guardian
- Has your daughter ever attended NDJA or NDA as a student?  Yes - answer the 4 questions below  No - skip to Parent Information
- 1) What grade(s) and year(s) did she attend? \_\_\_\_\_
  - 2) Why did she leave?  Academic reasons  Financial reasons  Disciplinary  Other \_\_\_\_\_
  - 3) When she left, were you/are you, in good financial standing with NDA?  Yes  No
  - 4) When she left, was she in good academic standing at NDA?  Yes  No

## INFORMATION REGARDING PARENTS/LEGAL GUARDIANS WITH WHOM THE STUDENT CURRENTLY LIVES

Mr./Dr. \_\_\_\_\_  
(Circle One) LAST NAME FIRST MIDDLE

Relation:  Father  Step-father  Legal Guardian  Natural Father Deceased (see below)

Cell Phone \_\_\_\_\_ Work e-mail \_\_\_\_\_

Work \_\_\_\_\_  
COMPANY EMPLOYED BY BUSINESS ADDRESS

\_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ MAY WE CALL YOU AT WORK?  
TYPE OF WORK/TITLE BUSINESS PHONE  YES  NO

Mrs./Ms./Dr. \_\_\_\_\_  
(Circle One) LAST NAME FIRST MIDDLE MAIDEN NAME

Relation:  Mother  Step-mother  Legal Guardian  Natural Mother Deceased (see below)

Alumna of Notre Dame Academy?  No  Yes Year of Graduation \_\_\_\_\_

Cell Phone \_\_\_\_\_ Work e-mail \_\_\_\_\_

Work \_\_\_\_\_  
COMPANY EMPLOYED BY BUSINESS ADDRESS

\_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ MAY WE CALL YOU AT WORK?  
TYPE OF WORK/TITLE BUSINESS PHONE  YES  NO

## INFORMATION REGARDING NATURAL PARENT(S) THAT THE STUDENT DOES NOT LIVE WITH

Name \_\_\_\_\_ If deceased, when? \_\_\_\_\_

Address \_\_\_\_\_  
NUMBER AND STREET CITY ZIP COUNTY

Work \_\_\_\_\_  
COMPANY EMPLOYED BY BUSINESS ADDRESS

Do you have shared custody?  No  Yes Is this person financially responsible for daughter in any way?  No  Yes

PLEASE FILL OUT BACK OF APPLICATION =>

