

Checklist for Incoming Transfers (10th - 12th grade)

Mandatory for official review:

- Online Admissions Application + \$50 fee
- Last Standardized Test Scores (e.g.FSA/PSAT/MAPS/SAT/Iowa)
- Unofficial Transcript or Portal Grades (most recent grades)
- Release of Record Form (filled out by registrar with requested documents)
- School Evaluation Form (filled out by administrator)
- Letter of Recommendation (written by teacher or mentor on official letterhead)
- ESE Students - I.E.P. / 504 Plan
- ESE Students - *Initial* Psychoeducational Evaluation
- ESE Students - *Most Recent* Evaluation (no later than 3 years)

Due at the time of registration:

- Official Transcript with FINAL Grades (in a sealed envelope)
- Copy of Birth Certificate
- Social Security Number
- Original Immunization Record Form (no older than one year from start date)
- Original Physical Health Form (no older than one year from start date)
- Original Catholic Parish Discount Form (if applicable)
- Step Up or AAA Award Letter (if applicable)

All unofficial documents may be scanned and emailed to admissions@pacehs.com.
Official/original documents must be mailed or dropped off at our office.

Questions? Email admissions@pacehs.com or call 305-623-7223 ext. 342