

# CHECKLIST

## FOR TRANSFER APPLICANTS



### STEP 1: The Application Form

- ☐ Application for admission
  - Complete the Application for Admission
  - Provide necessary information and have student(s) fill out the questionnaire inquiring about interests, academic accommodations (if applicable), community involvement, and why DeLaSalle.
  - Add optional Applicant Photo

### STEP 2: Letters of Recommendation

- ☐ At least one Letter of Recommendation
  - The applicant should provide 1-3 strong letters of recommendation that speak to his/her academic ability and interpersonal/leadership skills.
    - Two of these letters should be from a teacher of a core curriculum class (i.e. math, science, English, language, social studies, etc.). If submitting one recommendation (rather than three), the form should be filled out by a core subject teacher.
    - A third letter can be from a non-core subject teacher.
  - Provide 3 letters of recommendation to be considered for merit-based aid.

### STEP 3: Interview

- ☐ Interview with Admissions team
  - The interview will take place during meetings, tours, or other visits.
  - The main goal is to get to know the transfer student, why they want to attend DeLaSalle, reasons for leaving their current school, and other necessary information about the student.

### STEP 4: Release of Records

- ☐ Transcripts and other records from current school emailed to [admissionsoffice@delasalle.com](mailto:admissionsoffice@delasalle.com)
  - Transcripts from current school beginning with grade 9, and including as much of the current academic year as possible
  - Attendance records
  - Achievement test scores and/or any standardized aptitude exam scores
  - And if applicable
    - Records pertaining to special education services or special learning accommodations;
    - Disciplinary records pertaining to expulsion or suspension from school;
    - Minnesota Basic Standards Tests Scores

### STEP 5: Financial Aid Application (if applicable)

- ☐ Fill out a TADS application
  - Create online account through TADS and submit application with supporting documents
  - Please contact [ron.rice@delasalle.com](mailto:ron.rice@delasalle.com) with any tuition related questions

Congratulations! You have submitted your application materials. The Admissions Review Committee will review all materials and reach out with a formal decision. Thank you again for your interest in DeLaSalle High School.