

ANDREAN HIGH SCHOOL

Admissions Office



Transfer Student Records Request

Student Name: _____ Date: _____

Home Address: _____

Current Grade: _____ Date of Birth: _____

Name of Parents/Guardians: _____

Relationship to student: _____

Contact Number(s): _____ Parent email: _____

Current school of attendance: _____

School Address: _____

School Telephone: () _____ Fax: () _____

School email: _____

Please provide the following documentation:

- Copy of Birth Certificate
- Unofficial Student Transcripts/ ECA scores
- Most recent Report Card and Current Class Schedule
- Attendance Records
- Discipline Records
- Copy of **active** IEP/504 (if applicable)
- At least one completed Teacher Recommendation Form (no more than three)
- Complete an Transfer Student Athletic Record (attached)

In order to proceed with the admissions process, please return this completed form along with ALL of the records listed above to the Andean High School Admissions Office in person, by email or mail to the following address:

Andean High School
Admissions Office
5959 Broadway
Merrillville, IN 46410

E-mail: admissions@andeanhs.com