



# MOUNT ST. MARY ACADEMY

Founded by the Sisters of St. Mary of Namur

Dear Parent:

Thank you for considering Mount St. Mary Academy for your daughter. Below is a checklist to help you through the transfer process.

Students interested in transferring must request the following items from their current school:

- Official high school transcript** (we cannot accept unofficial transcripts)
- Official transcript or final 8<sup>th</sup> grade** grades, with Regents exam scores (if applicable)
- Letter of Recommendation** from a current teacher or counselor
- Copy of IEP or 504** (if applicable)
- Shadow Day.** After our Admissions Office has received the above listed items, the prospective transfer student should then spend a Shadow Day at MSM.
- Official transfer meeting.** An official transfer meeting will take place between the student, parents, Principal, School Counselor and Admissions Coordinator.

The following items may be submitted after an offer of acceptance has been made:

- Standardized test scores, including SAT, ACT (if applicable)
- Health Records
- Copy of science labs (if applicable)
- \$500 non-refundable deposit is due upon registration

Prospective families must submit all required documentation to be considered for acceptance. Students will receive notification of acceptance within a week and a course schedule will be developed.

Please feel free to contact me if you have any questions about transferring to Mount St. Mary Academy. Thank you for your interest!

Sincerely,

Elizabeth Suchan  
Admissions Coordinator  
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