Students in good standing from another school will be considered for transfer admission after the following has been accomplished:

1. Admission application and supporting documents are completed.
2. Previous educational records have been supplied to the School including, if available and applicable: Current grade transcript or report card, most recent standardized testing results, Discipline/Behavior record, Attendance report, and Immunization record.
3. In addition, we would request Individualized Education Plan (IEP), Service Plan, Section 504 Plan.
4. Transfer students will only be considered for enrollment for the first semester if the admission process has been started and completed by the **first Friday after the Labor Day Holiday**. Otherwise applications will default to second semester consideration. In the second semester, transfer students must start and complete the admission process by the **first Friday after the Martin Luther King Jr. Holiday**. Families who inquire about enrolling after the MLK Holiday will be informed they can apply for the following school year.
5. A conference with the Vice-Principals, parents, and student has been held to discuss the goals, religious mission and expectations of the School.
6. If requested, the parents have provided a written statement indicating their reasons for seeking enrollment for their child in the School.
7. If appropriate records are not available or if there are other educational concerns, the Principal may require entrance testing of the child and direct consultation with the previous school to determine appropriate educational placement before admission is granted.
8. Updated immunization records have been received.
9. Admissions Committee will be comprised of the following members to review resume of student applying for admissions:
   a. Vice-Principal of Academics
   b. Vice-Principal of Student Affairs
   c. Director of Admissions
   d. Counselor
   e. Teacher
   • A decision for admissions will be granted within 72 hours after admission application and documents have been completed and submitted.
10. NOTE: Catholic schools support the disciplinary decisions of other schools. Therefore, a student expelled from another private or public school may not be considered for enrollment unless evidence warrants a meeting with the administration. Principal will make final decision on student enrollment.

If the Principal determines through the above procedures the family and student have philosophies, educational goals and levels of preparation that are compatible with the religious mission and educational programs offered by San Joaquin Memorial, and the student is likely to be successful in our Catholic educational setting, the student may be admitted either on a probationary basis or without restriction.