Brother Rice High School
Transfer Application
Directions for Completion and Submission of the Application

1. Transfer Applications are accepted beginning October 1 of each school year.
2. Transfer students are ONLY admitted between semesters or school years.
3. All portions of the application must be scanned and emailed, mailed, or faxed to the Admissions Office.
4. If at any time you have questions regarding this application, please contact the Brother Rice High School Admissions Office at 248-833-2020 or admissions@brrice.edu
5. Mailing address: 7101 Lahser Road, Bloomfield Hills, MI 48301 fax: 248-833-2011

Application Sections I – II TO BE COMPLETED BY PARENTS/STUDENTS

Section I – Applicant Information: to be completed by the parent or guardian
Section II – Student Application: to be completed by the student

Please submit Sections I – II together.

Application Sections III – IV TO BE COMPLETED BY CURRENT SCHOOL ADMINISTRATOR

Section III – Transcript Release: to be completed by the school counselor or registrar
Section IV – School and Student Form: to be completed by the school principal, vice principal or counselor

Please have the school submit sections III - V together.

Application Section V TO BE COMPLETED BY CURRENT SCHOOL TEACHER

Section V – Teacher Recommendation: to be completed by a current teacher in the field of Math, Science, Language Arts, Social Studies or Foreign Language.

Please supply the teacher with the two page Teacher Recommendation form. Teachers may make copies of the completed form. Mailing directions are located on Section IV. The teacher may submit the completed form directly to the student’s school(s) of choice, or the completed form may be sent with Sections IV and V from the school office.

Please have the school mail sections III – IV (and V if available) together.
Brother Rice High School
Transfer Application
Section I – Applicant Information
(to be completed by parent or guardian)

APPLICANT

Last Name  First Name  Middle Name

____________________________________________
Preferred Name

____________________________________________
Address

City     State   ZIP

Parent Preferred Phone     check:  □ home  □ cell

Religious Affiliation(s)            Parish/Place of Worship

Age      Date of Birth (mm/dd/yy)              City/State of Birth

Grade     School District of Residence              Current School

Please list any other school(s) attended in the last three years

RESIDENCE  Student resides with (check all that apply):

☐ Parent 1/Guardian Name:________________________________________________

☐ Parent 2/Guardian Name:________________________________________________

Who has legal custody of the applicant? Check all that apply:

☐ Parent 1/Guardian Name:________________________________________________

☐ Parent 2/Guardian Name:________________________________________________

If parents are not married, please provide a copy of the custody order.

Correspondence should be mailed to:

☐ Student address listed above only    ☐ All addresses listed on next page
Section I – Applicant Information, cont’d. (to be completed by parent or guardian)

PARENT 1

Relationship to Applicant  Title  □ Living  □ Deceased

Last Name  First Name

Preferred Name  Preferred Email

Address

City  State  ZIP

Primary Phone  check:  □ home  □ cell  Secondary Phone  check:  □ cell  □ work

Occupation  Employer

High School Attended (optional)  College(s) Attended (optional)

STEP-PARENT INFORMATION (if applicable):

Title  Last Name  Preferred First Name

PARENT 2

Relationship to Applicant  Title  □ Living  □ Deceased

Last Name  First Name

Preferred Name  Preferred Email

Address

City  State  ZIP

Primary Phone  check:  □ home  □ cell  Secondary Phone  check:  □ cell  □ work

Occupation  Employer

High School Attended (optional)  College(s) Attended (optional)

STEP-PARENT INFORMATION (if applicable):

Title  Last Name  Preferred First Name
### Siblings

Please complete a line below for each of the applicant’s siblings:

<table>
<thead>
<tr>
<th>Name</th>
<th>Current School</th>
<th>Current Grade</th>
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### Alumni/Alumnae

Please complete a line below for **family members** who attend/have attended Brother Rice High School.

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship to Applicant</th>
<th>Class of</th>
<th>School</th>
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### History

Please describe any circumstances which have affected or may affect the applicant’s academic performance, school attendance and/or participation in school activities (examples: frequent moves/changes of school, accommodation plan, separation/loss of a significant family member, disciplinary action, etc.):

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

Please describe any extenuating circumstances pertaining to the sequence of your child’s schooling (examples: double promotion, repeating a grade, being asked to withdraw from a school, being suspended or placed on probation, etc.):

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________
Brother Rice High School
Transfer Application
Section II – Student Application
(to be completed by student)

APPLICANT

Last Name  First Name  Middle Name

Please describe your academic interests and detail any academic achievements for which you have been honored during grades 8 - current (examples: list academic subjects you enjoy and at which you excel, awards and honors such as Student of the Month, National Junior Honor Society, Honor Roll, etc.):
_______________________________________________________________________________________________
_______________________________________________________________________________________________
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Please describe any academic difficulties you have encountered during grades 8 - current (examples: an academic subject that you find particularly challenging, a learning environment that you found difficult, etc.):
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

Please describe your co-curricular interests and detail achievements during grades 8 - current (examples: list clubs, community service activities, hobbies, athletics and leadership opportunities that you participate in, both inside and outside of school, as well as any awards or special achievements you have accomplished in these activities):
_______________________________________________________________________________________________
_______________________________________________________________________________________________
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5
Section II – Student Application, cont’d. (to be completed by student)

Is there anything else you would like us to know about you?
_______________________________________________________________________________________________
_______________________________________________________________________________________________
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STATEMENT OF CONFIDENTIALITY:
It is the policy of Brother Rice High School that all information received regarding a candidate’s application for admission will be treated with complete confidentiality. Only authorized school personnel have access to this information and then only to the extent that the information is relevant to admission and placement decisions.

STATEMENT OF NON-DISCRIMINATION:
It is the policy of Brother Rice High School not to discriminate on the basis of race, color, religion, disability, national or ethnic origin in the administration of our admission policies, educational policies, tuition assistance or any school administered programs. Brother Rice High School reserves the right to limit admission or give preference to Catholic applicants.

SIGNATURES OF APPLICANT AND PARENT(S)/GUARDIAN(S):
I/We hereby state that the information contained herein is true and complete. I/We have not knowingly omitted any pertinent information regarding student’s academic, family, medical or behavioral history. I/We acknowledge that supplemental information may be required by Brother Rice High School and understand that our application will not be reviewed until supplement(s), if required, have been submitted.

Signature of applicant:

Signature ___________________________ Date ___________________________

Signature of all parent(s)/guardian(s):

Signature ___________________________ Date ___________________________

Signature ___________________________ Date ___________________________
Parents: Please give this Transcript Release Form to your child’s current school counselor or registrar. Records and recommendation forms must be sent directly from the current school.

I/We authorize the release of my/our child’s:

1. School and Student Profile (Section IV Included with this release form)
2. High School Transcripts
3. Standardized test scores (previous 2 years)
4. Attendance and disciplinary records
5. Accommodation plan required by student (if applicable)

Please submit all of the above to the admissions office at Brother Rice High School, 7101 Lahser Rd, Bloomfield Hills, MI 48301, fax:248-833-2011, admissions@brrice.edu

I/We release my/our child’s current school from any and all liability arising out of its release of information requested herein.

I/We agree on behalf of ourselves and my/our child to waive my/our rights and my child’s right to access confidential information, reference and evaluation materials. I/We further agree to indemnify all schools and employees providing information from any liability for doing so.

Applicant’s full name:

_____________________________________________________________________________________

Last     First     Middle

Enrolling:______________________     Date of Birth:_____________________

Month/Year       Month/Day/Year

Current School:

_____________________________________________________________________________________

School Address:

Street Address     City    State  Zip

School Phone:(          )______________________________  School Fax:(       )_________________________________

STATEMENT OF CONFIDENTIALITY

It is the policy of Brother Rice High School that all information received regarding a candidate’s application for admission will be treated with appropriate confidentiality. Only authorized school personnel have access to this information and only to the extent that the information is relevant to admission and placement decisions. Information received within this portion of the application is not disclosed to the applicant or to the applicant’s family.

_____________________________________________________________________________________

Parent/Guardian Signature       Date

_____________________________________________________________________________________

Parent/Guardian Signature       Date
Brother Rice High School
Transfer Application
Section IV – School and Student Profile Form

This form is to be completed by the applicant’s current school principal, assistant principal, or school counselor.

Applicant’s full name: _______________________________________________________________________________

Last    First    Middle

Applicant’s current school:________________________________________________  Current grade:________________________

SCHOOL PROFILE
Your school serves grades _____ to ______
Number of students in entire school:______
How large is a typical class?_______ students
In what month does your school year begin?___________     End?_________

Please explain your school’s grading system:

☐ A - F      ☐ 0 - 100    ☐ 4.0    ☐ 4.3 (honors/advanced courses weighted)

☐ Four passing grades    ☐ Three passing grades

Other (please explain):
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

What is the passing mark?_________________  Honors mark?________________

STUDENT PROFILE

Does your school rank its students? ☐ Yes    ☐ No

This candidate ranks _______ out of __________ students.

Are students placed in classes/sections according to ability? ☐ Yes    ☐ No

If yes, please tell us in which level the applicant is placed:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Does your school have a program for exceptional students? ☐ Yes    ☐ No

Is this student involved in the program? ☐ Yes    ☐ No    Name of Program:________________________

Extent of student involvement:________________________________________________________________________
________________________________________________________________________________________________

How long has the student been involved in this program? _______________________________________________

If the student is currently on an accommodation plan, please forward along with student records.
Section V – School and Student Profile Form, cont’d.

If the student’s attendance record is not listed on the transcript or report card, please indicate the number of days below:

Days absent this year ________  Days absent last year ________
Days tardy this year ________  Days tardy last year ________

If the student is not, or has not been in good academic standing within the last year, please explain.
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

Has the student ever been dismissed, suspended, placed on probation, or received other serious disciplinary action?
□ Yes  □ No
If yes, please describe the incident and action taken:
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

Name of person completing this form:

____________________________________________________________________________________
Name         Title
____________________________________________________________________________________

Signature        Date

(____) Telephone          Email address

Submit to Brother Rice High School: 7101 Lahser Road, Bloomfield Hills, MI 48301 /admissions@brrice.edu/ fax:248-833-2011

Thank you for taking the time to complete this form.
Brother Rice High School
Transfer Application
Section V – Teacher Recommendation Form

Parent(s)/Guardian(s): Please submit this form to one of your child’s current teachers in one of the following subjects: Math, Language Arts, Science, Social Studies or Foreign Language.

In consideration of the teacher’s willingness to complete this Teacher Recommendation Form, we agree on behalf of ourselves and our child to: ☐ waive ☐ not waive our/his/her right to access this form from any source at any time.

Parent 1 Name/Signature/Date:________________________________________________________________________

Parent 2 Name/Signature/Date:___________________________________ _____________________________________

Applicant Name/Signature/Date:_______________________________________________________________________

Teachers: Please make copies of this form and submit to Brother Rice High School. 7101 Lahser Road, Bloomfield Hills, MI 48301 admissions@brrice.edu/ fax:248-833-2011 You may also give the completed form to the school office for mailing with Sections III and IV of this student’s application.

Applicant’s full name:_______________________________________________________________________________

Applicant’s current school:___________________________________________________ Current grade:___________

The student named above is applying to Brother Rice High School. As part of the admissions process, we appreciate your cooperation in completing this form. This evaluation and its contents will remain confidential, and will only be used by school personnel in connection with an admissions decision. If the named student is denied admission, Brother Rice High School will keep the confidentiality of this document secure and will not share details listed within.

If you would prefer to discuss the applicant by phone rather than completing this form, please check the box below, sign and return this form with your telephone number(s). An Admissions representative will contact you soon.

☐ I would like to discuss the applicant personally rather than completing this form.

Best time to contact:____________________ Contact #:_________________________________________________

Name of person completing this form:________________________________________________________________

Name of course(s) you teach to this student: __________________________________________________________

How long have you known this student?________________________________________________________________

How large is the particular section(s) of the course(s) this particular student is in? _______________________________

Briefly describe your course:________________________________________________________________________

_______________________________________________________________________________________________

The items that follow ask for your sense of this student’s relationship within the school community, emotional and social growth, and intellectual development. Your insight will help us to know this child. We understand the difficulty in evaluating a student, and we are aware that children are constantly developing and changing.

What are the first three words that come to mind when evaluating this student?

1.______________________________   2.______________________________  3.______________________________

What are this student’s special interests or abilities? _____________________________________________________

_______________________________________________________________________________________________
We would appreciate your comments and observations on the strengths, weaknesses, learning style, behavior, or classroom accommodations needed of this student. Feel free to submit any additional material if necessary.

Please comment on the parent(s)/guardian(s) support of the child’s learning and the adult cooperation with the school.

Please comment on the student’s character, citizenship, and contributions to your school community.

**Please rate this applicant using the scale below.**

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<th>Excellent (Top 10% this year)</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>No Basis for Judgment</th>
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<tbody>
<tr>
<td>Motivation to learn</td>
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<tr>
<td>Intellectual curiosity</td>
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<td>Ability to work in a group</td>
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<td>Organizational skills</td>
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<td>Work habits</td>
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<td>Academic preparation</td>
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<td>Respect for peers/staff</td>
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<td>Conduct</td>
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<td>Maturity</td>
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<td>Integrity/Honesty</td>
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<td>Effort/Determination</td>
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<td>Overall academic promise</td>
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Thank you for taking the time to complete this form.