



# Advanced Studies Academies (ASA) Transfer Request Form for 2018-2019

ASA Admissions  
349-7792

Transfer Request forms may be obtained from any ASA school, [jpschools.org/asa](http://jpschools.org/asa), or at 501 Manhattan Blvd., Harvey, LA 70058. Completed Transfer Requests will be accepted on Thursday, January 11, 2018 through Friday, January 19, 2018. Forms must be hand-delivered to the Administration Building at 501 Manhattan Blvd., in Harvey. Office hours are 8:00 am to 4:00 pm, Monday - Friday.

PLEASE PRINT

Name of Student: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street (Apt. Number) City LA Zip

Phone Numbers: \_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_  
Home Cell Work

Person completing this form \_\_\_\_\_ Relation to Student: \_\_\_\_\_

Current School: \_\_\_\_\_ Current Grade: \_\_\_\_\_ Desired School: \_\_\_\_\_

Reason for transfer request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of parent/guardian required: \_\_\_\_\_ Date: \_\_\_\_\_

- Transfers will be granted if space is available in the desired school and if the student is in good academic standing in his/her current school. An approved transfer for the 2018-2019 school year will not be valid if the student is academically dismissed at the end of the 2017-2018 school year.
- If a transfer is granted to a school outside a student's attendance zone school, transportation will not be provided by the Jefferson Parish Public School System and becomes the sole responsibility of the parent/guardian. Eligibility to play sports under LHSAA rules may also be affected.
- Transfer decisions are expected to be made by January 31, 2018. Parents will be notified by phone and by mail as to the status of the transfer request.
- Proof of residency must be presented at time of transfer request.

Transfer received by: \_\_\_\_\_ Date/Time Stamp: \_\_\_\_\_  
JPPSS Employee

-----  
Office Use Only: \_\_\_\_\_ Transfer granted \_\_\_\_\_ Transfer denied \_\_\_\_\_

Reason for denial: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
ASA Coordinator of Admissions Date: \_\_\_\_\_

\_\_\_\_\_  
Compliance Officer Date: \_\_\_\_\_

**Jefferson Parish Public School System**  
**Advanced Studies Academies (ASA)**

**TRANSFER POLICY (Effective December, 2011)**

**Transfer Policy Effective After the School Year Begins**

**Students currently attending an ASA outside their attendance zone and wish to transfer to an ASA in their attendance zone:**

- Must hand deliver Transfer Request Form to Administration Office at 501 Manhattan Blvd. Harvey, LA 70058.
- First come/first serve basis provided there are seats available in the desired grade level at the intended school
- Transfers from outside to inside a student's attendance zone will be granted before qualified new applicants for the upcoming year are invited to attend.

**Students currently attending an ASA within their attendance zone and who wish to transfer to an ASA outside their attendance zone:**

- Must hand deliver Transfer Request Form to Administration Office at 501 Manhattan Blvd. Harvey, LA 70058
- Students will be invited to attend:
  - After those students who are attending an ASA outside their attendance zone and wish to transfer within their attendance zone; and
  - After new applicants for the upcoming year living in the desired attendance zone qualify through the admissions process
- If no waiting list exists after both groups above are placed, transfer requests from students residing outside the desired school's attendance zone will be granted on first come/first served basis provided there are seats remaining in the requested grade level.

**Transfer Policy Effective At Beginning of School Year**

- Space permitting, transfers to another advanced study academy will be considered during the first five student attendance days at the beginning of the school year. Transfers will be considered if no waiting list exists for the desired school/grade level. Preference will first be given to those students who wish to transfer from a school outside their attendance zone to a school within their attendance zone.
- Transfers will not be considered after the fifth student attendance day.

**Sibling Transfers**

- Must hand deliver Transfer Request Form to **ASA Admissions Office** (501 Manhattan Blvd., Harvey, LA)
- If transfer request is for placement to an ASA within the attendance zone
  - The transfer will be granted before qualified new applicants for the upcoming year; and
  - Before those seeking a transfer from outside the intended school's attendance zone
- If the transfer request is for placement from an attendance zone ASA to an ASA outside the attendance zone the transfer request will be granted:
  - After the those students who are seeking a transfer from an ASA outside the attendance zone to one inside; and
  - Before any new applicants for the upcoming year are considered for admittance

Note: It is understood that the Jefferson Parish Public School System will not provide transportation to a student who attends an ASA outside his/her attendance zone.