

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

**TRANSFER POLICY CHECKLIST**

**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 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.