



## TRANSFER FORMS INFORMATION SHEET

### IMPORTANT NOTICES

1. Students with an approved Inter-district Transfer for 2017-2018 may remain at their current school until the terminal, or last grade of the school in which they are enrolled, but must submit an Inter-district Transfer request for 2018-2019 by the deadline. The parent must deliver the transfer request to the superintendent of the school district in which they reside, for his/her approval and signature, then hand deliver the approved document to the Compliance Office of the Jefferson Parish School System.
2. Students residing on the east side of the Mississippi River enrolled in schools operated by the School District shall be assigned to attend schools situated on the east side of the river. Students residing on the west side of the Mississippi River shall be assigned to attend schools situated on the west side of the river.
3. Transfer requests forms for all schools except Advanced Study Academies may be downloaded from the JPPSS homepage, [jpschools.org](http://jpschools.org) or picked up at the Compliance Office at 501 Manhattan Blvd., Suite 1100, Harvey, LA, from 8:00-4:00, Monday through Friday. For Advanced Study Academies transfer forms, please see below.
4. All transfer requests must be signed and may be sent to the Compliance Office via: fax, hand delivery or U.S. Mail. Parents/guardians will be notified of the status of their transfer request via email or U.S. Mail.
5. Any questions or concerns regarding transfers can be answered by calling the Compliance Office at (504) 365-5312.

### TYPES OF TRANSFERS

#### 1. Advanced Studies Academy (ASA)

- The transfer policies and procedures applicable to the Advanced Studies Academies can be found in the documents entitled *Advanced Study Academy Admissions Policies and Procedures* and *Advanced Studies Academies (ASA) Transfer Policy Checklist*. These documents can be found at [jpschools.org/asa](http://jpschools.org/asa)
- Advanced Study Transfer Forms are **ONLY** available at advanced study schools.
- The parent(s)/legal guardian(s) of students who **have been newly accepted into an Advanced Studies Academy for 2018-2019** must complete an *Advanced Studies Academy Transfer Form* at the registration process held at the advanced study school to which your child has been accepted.

#### 2. Extraordinary Circumstance

- Anyone attending a school outside of their attendance zone with an approved **Extraordinary Circumstance Transfer** waives school transportation services. Therefore, transportation to and from a receiving school shall be the responsibility of the transferring student or his/her parent(s)/legal guardian(s).
- The Extraordinary Circumstance Transfer Request must be accompanied by a letter identifying the reason(s) for the request and supporting documentation provided by a **non-related person** such as a treating physician, social worker, or other person unrelated to the person submitting the request and the student on whose behalf the request is made.
- No Extraordinary Circumstance Transfer shall be approved where the reason in support of the transfer is exclusively based upon pre- and/or post-school child care considerations.

### 3. Special Education - Extraordinary Circumstance

- Anyone attending a school outside of their attendance zone or placement school with an approved *Special Education Extraordinary Circumstance Transfer* waives school transportation services. Therefore, transportation to and from a receiving school shall be the responsibility of the transferring student or his/her parent(s)/legal guardian(s).
- The Special Education - Extraordinary Circumstance Transfer Request must be accompanied by supporting documentation provided by a **non-related person** such as a treating physician, social worker, or other person unrelated to the person submitting the request and the student on whose behalf the request is made.
- No Special Education - Extraordinary Circumstance Transfer shall be approved where the reason in support of the transfer is exclusively based upon pre- and/or post-school child care considerations.

### 4. Inter-District Transfer & Permission Form

- Anyone attending a school outside of their attendance zone with an approved *Inter-District Transfer* waives school transportation services. Therefore, transportation to and from a receiving school shall be the responsibility of the transferring student or his/her parent(s)/legal guardian(s).
- Students residing outside of Jefferson Parish and are currently attending a Jefferson Parish School on an approved 2017-2018 Inter-district Transfer who wish to continue attending their current school may complete an Inter-District Transfer Request and Permission Form for 2018-2019. Inter-district transfers are subject to the following conditions:
  - Students with an approved Inter-district Transfer for 2017-2018 may remain at their current school until the terminal, or last grade of the school in which they are enrolled.
  - The parent must deliver the transfer request to the superintendent of the school district in which they reside, for his/her approval, then hand deliver the approved document to the Compliance Office of the Jefferson Parish School System.
  - Any applicable state law requirements have been met for inter-district student transfers between the JPPSS and the sending school district.
  - Transportation is provided by the inter-district transferring student or his/her parent(s)/legal guardian(s).
  - Inter-district transfers may only be approved for students who are currently enrolled in a JPPSS school and are not at their terminal, or last grade. No new Inter-district transfers will be approved. Students who move to other parishes will have to attend schools within the parish in which they move. **Deadline July 13, 2018.**

### 5. Magnet School/Magnet Program

- Please refer to the information on the **Magnet Program Application, Magnet Program FAQs and the Magnet Transfer Request Form**. A link to these documents can be found at [jpschools.org/magnet-programs](http://jpschools.org/magnet-programs)

### 6. Tag Along

- Transportation to and from school for an approved *Tag-Along Transfer* ("**Tag-Along**") shall be the responsibility of the transferring student or his/her parent(s)/legal guardian(s).
- Children of principals, assistant principals, guidance counselors, teachers, coaches and other certified school employees, and classified employees regularly assigned to or employed on a full time basis at a school in grades kindergarten through twelve may attend the regular school in which their parent(s)/legal guardian(s) is so assigned or employed.