



COMPLIANCE OFFICE  
 PHONE (504) 365-5312 • FAX (504) 365-5362  
**EXTRAORDINARY CIRCUMSTANCE**  
**2017-2018 TRANSFER REQUEST FORM**

Name of Student \_\_\_\_\_ Grade Entering \_\_\_\_\_  
First Middle Last

Parent/Legal Guardian \_\_\_\_\_ Phone \_\_\_\_\_  
Home Cell

Address \_\_\_\_\_  
Number & Street Apt. Number City Zip

Date of Birth \_\_\_\_\_  Regular Education  Special Education Exceptionality: \_\_\_\_\_

Note: Students with an approved Inter-District Transfer may remain at their current school until the terminal, or last grade of the school, but must submit an Inter-District Transfer Form and the Transfer Permission form on a yearly basis.

\_\_\_\_\_  
Name of Parish Currently Residing 2017-2018 JPPSS Attendance Zone School

All transfer requests must be signed and may be sent via fax, hand delivery or U.S. Mail to the **Compliance Office:**  
 501 Manhattan Blvd., Ste. 1100  
 Harvey, LA • (504) 365-5312

Name of Requested Schools in order of preference	
<b>1</b>	
<b>2</b>	
<b>3</b>	

You will be notified of the status of your transfer request via fax, phone, email and/or U.S. Mail.

Please provide your email address: \_\_\_\_\_

Please see **Criteria for Extraordinary Circumstances Transfer** on reverse.

Documentation:

- On a separate attachment, please write all reasons in support of the transfer request.
- Attach supporting documentation by non-related person: treating physician, social worker, etc.

This transfer is subject to review and may be rescinded by the Compliance Office for the following reasons:

1. Falsification of information on the Transfer Request Form, or accompanying documents.
2. A change in circumstances on which the transfer was granted.

In the event that this transfer request is denied, I would like to appeal such decision.

I understand that in the event this transfer request is approved, my child's LHSAA eligibility may be affected. For further information, please contact the Athletics, Health & Physical Education Department at (504) 349-8645.

I hereby certify that all information contained in this application is complete and correct to the best of my knowledge. I understand that material misrepresentations or omissions may result in denial of the application.

I understand that in the event this transfer request is approved, since I reside outside of the attendance zone for the school, transportation will not be provided by the Jefferson Parish Public School System.

Parent's/Legal Guardian's Signature \_\_\_\_\_ Date Submitted \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_  
Compliance Officer/Designee Date

## Criteria for Extraordinary Circumstance Transfer

1. 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).
2. An extraordinary circumstance transfer request may be granted at any time during a school year upon written application of the student's parent(s)/legal guardian(s) where the reason for the transfer is described in writing and submitted to the Compliance Office of the Jefferson Parish Public School System prior to the effective date of the transfer and the transfer request is thereafter approved by the Compliance Officer.
3. Each 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.
4. If your request for transfer is denied, the parent(s)/legal guardian(s) may appeal to the Transfer Committee by checking the appeal's line below. \* The decision of the Transfer Committee shall be final.
5. An extraordinary circumstance transfer may be approved to permit a sibling to enroll in the school of enrollment of a student receiving severe handicap services when such services are not available at the severely handicapped student's attendance zone school.
6. 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.
7. An extraordinary circumstance transfer is only valid for the school year in which it is approved. Students seeking an extraordinary circumstance transfer in any subsequent school year must reapply.
8. 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.