



COMPLIANCE OFFICE
JEFFERSON PARISH PUBLIC SCHOOL SYSTEM
 501 MANHATTAN BOULEVARD, SUITE 1100
 HARVEY, LOUISIANA 70058-4495
 (504) 365-5312 (O) | (504) 365-5362 (F)
jpschools.org

ISAAC G. JOSEPH
 SUPERINTENDENT

GRETCHEN A. WILLIAMS
 EXECUTIVE DIRECTOR
 COMPLIANCE OFFICE

**2017-2018 OPTION TO STAY
 TRANSFER REQUEST**

**Alexander Elementary School -
 Students Entering 5th Grade**

Deadline to Submit Request: July 7, 2017

Name of Student _____ Grade Entering _____
 First Middle Last
 Parent/Legal Guardian _____ Phone: (Home) _____ (Cell) _____
 Address _____
 (NUMBER AND STREET) (APARTMENT NUMBER) (CITY) (ZIP)

The information requested below is required to provide demographics of student enrollment to the Compliance Office.

All transfer requests must be signed and may be sent to the Compliance Office via: fax, hand delivery or U.S.P.S. prior to the deadline. You will be notified of the status of your transfer request via email or U.S.P.S. Please provide your email address below:

_____ e-mail address

Criteria for Option to Stay Transfer

Students entering 5th Grade, their terminal grade, for 2017-2018 and would otherwise be assigned to the Audubon 2017-2018 attendance zone, shall be afforded an *Option to Stay*, to be exercised on or before July 7, 2017 to continue enrollment in their 2016-2017 school through completion of the 2017-2018 school year.

Transportation to and from Alexander shall be the responsibility of the parent/guardian of the transferring student.

REQUEST

My child attended Alexander as a 4th grader during the 2016-2017 school year and I am requesting that s/he remain at the school during his/her terminal or fifth (5th) grade year in the 2017-2018 school year. I understand that transportation to and from school shall be my responsibility.

Name of Requested School	Parent's/Guardian's Signature	Date Submitted
--------------------------	-------------------------------	----------------

Approved: _____ Denied: _____

2017-2018 Assigned School

_____ Date