

EAST BATON ROUGE PARISH SCHOOL BOARD ADMINISTRATIVE TRANSFER DISCONTINUE REQUEST

Administrative Transfers are approved until the student completes the highest grade offered at the school to which the transfer was granted. If a parent/guardian wish to discontinue the approved transfer request, the discontinue request form must be completed at the Central Office to cancel the transfer renewal.

Note: Students without a completed Discontinue Administrative Transfer request will automatically roll back to their approved transfer school site.

STUDENT SID#: _____ Grade: _____ Gender: _____

STUDENT NAME: _____ BIRTHDATE: _____
(Use legal name only) Last Name First Name Middle Initial

Educational Placement: Regular Education ESS (Special Education) Race: Black White Hispanic Asian Other

Parent/Legal Guardian Name _____

Parent/Legal Guardian Address _____
Number & Street Apt. Number City Zip Code

Home Telephone Number _____ Cellphone Number _____

Transfer School Currently Attending _____

Regular (Attendance Zone) School Assignment _____

_____ Yes, I would like my child to return to his/her Regular (Attendance Zone) School Site.

Important Note: A parent/guardian should accompany a child to school to register for the first time to furnish information needed by the school that the student may not be able to provide. The report card and withdrawal paperwork from the previous school should be taken to the school at this time, as the school may need this information to properly place the student.

OFFICE USE ONLY		_____	_____
APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>	Parent/Guardian Signature	Date
_____	_____	Comments: _____	_____
Chief of Schools Signature	Date	_____	_____

