



# EAST BATON ROUGE PARISH SCHOOL BOARD REQUEST FOR TRANSFER OUT OF ATTENDANCE ZONE

The attendance zone policy of the East Baton Rouge Parish School Board requires students to attend school in their assigned attendance zone. Administrative Transfers **may be denied or revoked** due to overcrowding or if serious attendance or discipline problems arise. **Note:** Administrative Transfers are approved until the student completes the highest grade offered at the school to which the transfer was granted. If you wish to discontinue the approved transfer request, please come by the Central Office and complete paperwork to cancel the transfer renewal. Students without signed paperwork cancelling renewal will automatically rollover to the approved transfer site again for the next school year.

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 \_\_\_\_\_

### Regular (Attendance Zone) School Assignment

Name of Requested Schools (In order of preference)	
1	
2	
3	

#### Reason for Transfer Request (Check One)

- 02 – Administrative (Assault on Staff/Student)       03 – School Employee (Employee's ID# \_\_\_\_\_) (Site Location \_\_\_\_\_)       04 - Health (Medical/Psychological/Behavioral) Documentation Required
- 05 – Senior Transfer (# of Credits \_\_\_\_\_)       06 – Remain After Moving       07 – Sibling Transfer (Sibling Name \_\_\_\_\_)       08 – Administrative Transfer (Safety-Be Specific)

**\*\*\*All transfers are granted without transportation\*\*\***

Students attending a school outside of their attendance zone with an approved Administrative Transfer waives school transportation services. Therefore, transportation to and from a transfer school shall be the responsibility of the parent(s)/legal guardian(s).

Please explain reason for the request: \_\_\_\_\_

#### Revocation of Administrative Transfer Status

A student may be ineligible to continue enrollment at transfer site if any of the following apply

1. The student is suspended more than once during the school year
2. The student is expelled for disciplinary reasons during the school year
3. The student is involved in more than one fight or other act of violence on school grounds during the school year
4. The student is found in possession of any illicit drug or narcotic on school grounds during the school year
5. The student has more than ten (10) unexcused absences during the school year
6. The student has consistent tardies and/or checkouts
7. The Parent/Guardian does not comply with school rules or protocols

### OFFICE USE ONLY

APPROVED  DENIED

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Chief of Schools Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

**DEADLINE FOR TRANSFERS MARCH 1<sup>st</sup>**

**\*\*Approved\*\*  
Transfer School**