

STUDENT TRANSFER AND WITHDRAWAL

TRANSFER

Students shall be required to attend the school in the attendance area in which their residence is located. Students who wish to attend a school other than the one designated for their resident attendance zone may apply for transfer when circumstances warrant. All requests for transfer shall be in writing, and shall include reasons for the transfer as well as other pertinent information that the Evangeline Parish School Board may require.

No inter-district or intra-district transfer shall be permitted other than those approved by the *Transfer Committee*, which shall be composed of three (3) members, one of whom shall be the Supervisor of Child Welfare and Attendance, the remaining two (2) members shall be persons employed at the building principal level or above. The decision of the *Transfer Committee* shall be final and without appeal to the School Board. Pursuant to this provision, no transfer shall be approved unless the student seeking the transfer establishes one of the following reasons:

1. Specialized academic, vocational, or special education curriculum not offered in the school, or district of residence. For an inter-district transfer, the Superintendent of the sending district shall be required to submit to the Superintendent of the receiving district a notarized statement verifying the unavailability of the specific curriculum in the district of residence. For an intra-district transfer, the principal and designated administrator(s) of the sending school must sign a statement verifying the unavailability of the specific course(s) and the necessity of the student's transfer to take the course(s).
2. A graduating student may be granted a transfer to graduate from his/her previous school if the student moves during the school year of the targeted graduation date.
3. If the health of the student is in jeopardy, a letter from a medical doctor certifying the condition of the student and describing the necessity prompting the transfer request, as well as describing how the transfer will resolve the health problem, shall be required to verify the health purpose. The *Transfer Committee* may require a letter/report from a second medical doctor or further verification of the need for the transfer.
4. If the safety of a student is in jeopardy, a statement signed by the designated administrator(s) of the sending district and school, setting forth the potential harm to the student and describing the necessity prompting the transfer request and how the transfer will alleviate the situation, shall

be required to verify the safety purpose. If the *Transfer Committee* approves the transfer, the designated administrator of the sending district shall be notified.

5. Children enrolled in grades K-12, who are children of full-time school district teachers, and who are verified as actually living with said teacher, with the understanding that the name and race of each child, the name of the employee, and the grade and school attended by each child shall be specifically reported.
6. Majority to Minority Transfer – a student attending a school where his/her race is in the majority may elect to attend a school where his/her race is in the minority. A Majority to Minority transfer shall be effective for the student's entire matriculation at the receiving school or until the student notifies the *Transfer Committee* of an intent to return to the original home school. All requests to return to the home school shall be received by the *Transfer Committee* on or before July 1st.
7. Transfer requests to allow participation in extracurricular activities shall be restricted to participation in football and/or band only. Transfers of white students under this provision shall be limited to attendance at Ville Platte High. Transfers of African-American students under this provision shall be limited to attendance at Mamou High or Basile High.

No intra-district transfer shall be approved unless the *Transfer Committee* has analyzed the effect of such transfer on the sending and receiving schools and determined that the transfer shall not impede desegregation at either school and/or reinforce a perception that a particular school is intended for white or African-American students.

No inter-district transfer shall be approved unless the *Transfer Committee* has analyzed the effect of such transfer on the school in the resident district and the school that the student seeks to attend, and determined that the transfer does not impede desegregation in either district or affected school. The failure of the sending district School Board to cooperate with the *Transfer Committee* in providing the necessary information shall be a basis for denying the requested transfer.

The School Board may provide transportation only to those intra-district transfer students who have been verified as being properly enrolled in the school district.

If any student is found to be enrolled in a school or the District contrary to the provisions set forth herein, the School Board shall immediately notify the student and his or her parent(s) or legal guardians. Notification shall state that the student or his/her parent(s) or guardian shall have a period of ten (10) days from the date of the notice to provide verification of residency or reasonable basis as set forth by Board policy. If the required verification is not provided to the Superintendent within that period, the School Board

shall immediately withdraw the student and notify his/her parent(s) or guardian that the student is being denied enrollment pursuant to the Board's judicial court order.

All intra/inter-district transfers, except Majority to Minority transfers, shall be effective for one (1) year only and must be reconsidered and approved by the *Transfer Committee* on or before June 30th to be eligible for consideration. Pursuant to exigent circumstances, the *Transfer Committee* may suspend the June 30th filing deadline.

The School Board shall have a continuing obligation to monitor student enrollment and to ensure that no unlawful inter/intra-district transfers are permitted and that all attendance zones are enforced.

WITHDRAWAL

Students shall be required to attend school in accordance with statutory provisions. Students may be permitted to withdraw from school however, if approved by the Superintendent and Board. Such withdrawal must be in accordance with such rules and regulations as may be prescribed by the Board.

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Ref: La. Rev. Stat. Ann. §§17:81, 17:104.1, 17:105, 17:106, 17:108, 17:109, 17:111, 17:221, 17:226, 17:227; Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education; Board minutes, 8-7-91, 3-4-92, 5-15-96, 1-7-98, 7-21-10.