

TRANSFER STUDENTS

A new student will be placed in the grade or subjects best suited to his/her needs as determined by records of the school from which he/she transfers. However, the receiving school will have the right, after evaluation and testing, to place the student in a grade or subject best suited to the student's needs and abilities. The following guidelines and procedures apply to transfers within and without the parish, state, or country, including non-English-speaking students from both public and non-public schools.

1. When transferring from one school to another a student must provide verification of residence and proof of guardianship.
2. A student transferring to another school must present a withdrawal form from the school last attended.
3. The transfer student should also present his/her report card to the receiving school.
4. A birth certificate and/or birth registration number and immunization record must be presented by a student registering for the first time in the Lafayette Parish School System.
5. The school counselor or administrator must schedule a conference with the transfer student and/or legal guardian to discuss registration policies, procedures, and student placement.
6. The counselor and the teachers to whom the transfer student is assigned should have access to scores made by the student on tests administered by the school previously attended.
7. The legal guardian of the transferring student should sign a form indicating approval of the student's placement.
8. With parental permission, further adjustments may be made concerning the student's placement.
9. The student transferring from a non-accredited school and/or the home study program will be referred to Student Services for proper evaluation and placement. (Home Study Guidelines are included on p. 13.2-13.5.)
10. Exchange students will be enrolled on a temporary basis for cultural enrichment only and cannot be considered for a diploma. The students will be placed on grade level according to their chronological age.
11. Identified special education students entering the Lafayette Parish School System from either out-of-state or out-of-parish schools will be required to present a multi-discipline evaluation and a current Individual Education Plan to the receiving school prior to receiving special education services. Upon receipt of these documents, the school will be responsible for advising the special education placement strategist of the student's transfer.

12. Identified special education students who transfer within the Lafayette Parish School System will be required to present a multi-discipline evaluation and a current Individual Education Plan to the receiving school before special education services may begin.

Current practice codified 1975
Adopted: Date of Manual Adoption

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