

STUDENT TRANSFER POLICY

The Lafayette Parish School Board shall operate the School System in a non-discriminatory manner, strictly enforce attendance zone lines and shall follow the provisions set forth below:

- I. Effective for the 2000–2001 school year and thereafter, all students seeking to enroll in the district shall be required to register at the school to which they are assigned, as mandated by prior desegregation orders in *Alfreda Trahan, et al.*, and *United States of America vs. Lafayette Parish School Board, et al.* Pursuant to the procedures and requirements set forth in paragraphs III–VI below, the Lafayette Parish School System (LPSS) shall verify the residency of each student.
- II. Each student entering the district for the first time or re-entering after interrupted attendance, shall be required consistent with paragraphs III–VI, to verify his/her residence address as part of the registration process.
- III. Each student identified in paragraph I, supra, must establish his or her residency.
 - A. The parent(s) of a student seeking to enroll must provide the LPSS with a gas, electric or water bill showing residence or two (2) of the items numbered (1) through (4) below as verification of their address, except that any document with a post office box as an address shall not be accepted:
 1. Property tax records which indicate the location of the homestead.
 2. Mortgage documents or property deed.
 3. Current utility bills showing residence address.
 4. Personal visit by a designated school district official, and in case of a student living with a legal guardian, a certified copy of a Court Decree declaring the district resident to be a legal guardian of the student and approval by the presiding Federal District Judge.
 - B. Students living with custodians other than parents or legal guardians:
 1. The non-parental custodian claiming district residency must meet the criteria or subparagraph (4) above, required of a parent or legal guardian.

2. The district resident must provide the LPSS with a notarized document stating his/her relationship to the student, and that the student will be living in his/her home for a period of time encompassing the entire upcoming school year, and fully explaining the reason(s) (other than school attendance zone or district preference) for this arrangement.
 3. Disconnect notice from previous residence.
- IV. Effective for the 2000–2001 school year and thereafter, no inter–district or intra–district transfer shall be permitted other than those approved by the Director of Census and Attendance. Pursuant to this provision, no transfer shall be approved unless the student seeking the transfer establishes one of the following:
- A. 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 course(s) and the necessity of the student's transfer to take the course(s). Any student in the Deaf Education Program shall be approved.
 - B. A graduating student may be granted a transfer to graduate from his previous school if the student moves during the school year of the targeted graduation date.
 - C. 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 Director of Census and Attendance may require a letter/report from a second medical doctor or further verification of the need for the transfer.
 - D. 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 Director of Census and Attendance approves the transfer, the designated administrator of the sending district shall be notified.
 - E. Children of full–time school district employees, who reside in Lafayette Parish and enrolled in grades K–12 and who are verified as actually living with said employees as required by paragraph IV (A) of this Order, may utilize the Employee Transfer Option. A listing of the students granted transfers under this provision shall be

included in the Hinds County Report. The student shall attend the school nearest to the school where the employee works.

- F. **Majority-to-Minority Transfer** – A student attending a school where his/her race is in the majority may at any time 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 Director of Census and Attendance of an intent to return to the original home school. All requests to return to the home school shall be received by the Director of Census and Attendance on or before July 1st. Unless the Federal District Judge presiding over the district's desegregation case specifically authorizes immediate athletic eligibility, a high school student pursuant to Louisiana High School Athletic Association Rule 1.11.12.1, shall not be eligible for inter-scholastic athletic participation for one (1) academic year.
- G. **Catastrophic Family Occurrence Transfers** – There are some situations which do not fall within any of the student transfer positions mentioned above but where the parent(s) or guardian(s) of a student feel that there are extenuating circumstances warranting the transfer of that student. In these cases, the parent(s) or guardian(s) can request this transfer. The Director of Census and Attendance will review the request and any supporting documentation and has the right to request additional documentation relative to the need for the transfer. A listing of the students granted transfers under this provision, during any school year, together with the reasons justifying such approval and the names of the sending and receiving schools, shall be included in the Hinds County Report.
- V. **No intra-district transfer** shall be approved unless the Director of Census and Attendance has analyzed the effect of such transfer on the sending and receiving schools and determined that the transfer will not impede desegregation at either school and/or reinforce a perception that a particular school is intended for White or African-American students.
- VI. **No inter-district transfer** shall be approved unless the Director of Census and Attendance 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/Parish School Board to cooperate with the Director of Census and Attendance in providing the necessary information shall be a basis for denying the requested transfer.
- VII. **The LPSS may provide transportation only to those intra-district transfer students** who have been verified as being properly enrolled in the school district.

- VIII. If any student is found to be enrolled in a school or the district contrary to the provisions set forth herein, the LPSS shall immediately notify the student and his/her parent(s) or legal guardian(s). Notification shall state that the student or his/her parent(s) or legal guardian(s) 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 herein. If the required verification is not provided to the Director of Census and Attendance within that period, the LPSS shall immediately withdraw the student and notify his/her parent(s) or guardian(s) that the student is being denied enrollment pursuant to this agreement.
- IX. All inter/intra-district transfers except majority-to-minority transfers shall be effective for one year only and must be reconsidered and approved by the Director of Census and Attendance for each succeeding year. All transfer requests except majority-to-minority transfers must be received by the Director of Census and Attendance on or before July 15th to be eligible for consideration. However, pursuant to exigent circumstances, the Director of Census and Attendance may suspend the July 15th filing deadline.
- X. The LPSS 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.

Adopted: 8/2/00