

ST. JAMES PARISH PUBLIC SCHOOL SYSTEM  
STUDENT TRANSFER REQUEST INFORMATION

1. Friday, April 15, 2011, is the deadline for parents/legal guardians to request student transfers from one school to another for the 2011-2012 school year.
2. LRS 9:951-954 in no way limits the authority of the school board to establish rules and regulations pertaining to the determination of student residency for school attendance and school transportation services.
3. **Only persons residing within the parish can request provisional educational custody. Persons residing outside parish must provide legal custody to person within the parish.** Only legal documents signed by an attorney shall be accepted. Papers signed by a notary are not acceptable. Persons with provisional custody must apply at the school site.
4. All students granted transfers to schools to which bus routes are not established shall be transported via personal transportation; that is, the parent/guardian assumes responsibility for getting the student to and from school daily.
5. Provisional Educational Custody means that the grantee has all rights and privileges relative to the child's education. Parents will not be able to receive report cards, progress reports, telephone calls, be vocal in conferences, PTO/PTA meetings, and will not receive any communication from the school which the child attends. All correspondence will be sent to the person having Provisional Educational Custody.
6. A transfer student may be reassigned back to his/her legal residence school, based upon Principal recommendation and Superintendent/Designee endorsement, for reasons including but not limited to discipline, attendance, or academics.
7. **Application must be renewed yearly in order for your child to remain at the school to which transfer is requested. Failure to renew will result in your child being transferred back to his/her originally assigned school.**
8. Application packets are available at the School Board Office, 1876 W. Main St., Litcher, on the School System website, or at the school site, and must be received at the School Board Office no later than 4:00 p.m. on April 15, 2011.
9. Strict adherence to guidelines will be enforced. Only critical situations or circumstances beyond the control of parents/guardians will be considered after April 15, 2011.
10. Parents/Guardians may call 225-258-4519.

ST. JAMES PARISH PUBLIC SCHOOL SYSTEM  
TRANSFER REQUEST DENIAL  
DUE PROCESS PROCEDURES

Parents/legal guardians of all students requesting a transfer in accordance with School Board policy shall be notified in writing of the action taken by the Transfer Review Committee, or board's authorized representative, on the request for transfer.

If a transfer request is denied and the parent/guardian objects, due process allows an appeal first to the Superintendent, then to the School Board, and finally through legal action.

Level 1. Write an appeal letter to the Superintendent, Attention Administrative Director of Student Services, within five (5) workdays of the date on the denial letter. The Superintendent/designee will review the case and may schedule a conference with the parent/guardian. The Superintendent's decision will be sent in writing to the parent/guardian within five (5) workdays.

Level 2. Write an appeal letter to the School Board, Attention School Board President, within five (5) workdays of the date on the denial letter. The Board may request the parent/guardian to attend a board meeting to review the case. The School Board's decision will be sent to the parent/guardian in writing with five (5) workdays.

Level 3. The parent/guardian may initiate legal action through the courts.

Failure to meet established timelines means that the decision at the previous level shall stand.



# St. James Parish School Board

P. O. BOX 338 • 1876 WEST MAIN STREET  
LUTCHER, LOUISIANA 70071

(225) 258-4500

www.stjames.k12.la.us

CHARLES T. NAILOR, SR.  
President

GEORGE N. NASSAR, JR.  
Vice President

ALONZO R. LUCE, PH.D.  
Superintendent

ACADEMIC SERVICES  
Fax (225) 869-3472

ADMINISTRATIVE SERVICES  
Fax (225) 869-8845

O & M  
Fax (225) 869-9313

SCHOOL FOOD SERVICES  
Fax (225) 869-8006

TITLE 1  
Fax (225) 869-1060

Application Status
New _____
Renewal _____

<b>FOR OFFICE USE ONLY</b>	
/	
Date/Day Application Received	
_____	_____
Time	Signature

## Transfer Request Application

\_\_\_\_\_ Child's Name      \_\_\_\_\_ Age      \_\_\_\_\_ Date of Birth      \_\_\_\_\_ Month      \_\_\_\_\_ Day      \_\_\_\_\_ and Year

Race/Gender: \_\_\_\_\_ / \_\_\_\_\_      Grade Level in which Child Is to Enroll: \_\_\_\_\_

Effective Period in which Transfer Is to Occur: \_\_\_\_\_  
Beginning of School Year

School to which Child Was Originally Assigned: \_\_\_\_\_  
(School in district where you live)

School to which Transfer Is Requested: \_\_\_\_\_

Transfer for Pupil: All pupils shall have the right at the beginning of a new school year to request transfer to any school within the System based upon valid reason(s) specified herein.

**\*NOTE: This application must be renewed yearly in order for your child/children to remain at the school to which transfer is requested. Failure to renew will result in your child/children being transferred back to his/her originally assigned school.**

\_\_\_\_\_ 1. Majority to Minority Transfer. The parent or legal guardian of any pupil attending a school in which his or her race is in the majority may request a transfer to another school in which space is available and in which the applicant's race is in the minority.

Transfers shall not be granted where cumulative effect shall increase or decrease the black and white ratio of the System in either school.

Majority to minority transfer shall be granted on a space-available basis prior to the beginning of a new school year.

DIANA CANTILLO  
District 1  
165 N. Pine St.  
Gramercy, LA 70052

KENNETH J. FORET, SR.  
District 2  
1176 DeSoto Street  
Lutcher, LA 70071

CAROL C. LAMBERT  
District 3  
3564 Geismar Street  
Paulina, LA 70763

GEORGE N. NASSAR, JR.  
District 4  
5390 Canatella Street  
Convent, LA 70723

PATRICIA SCHEXNAYDER  
District 5  
P.O. Box 332  
St. James, LA 70086

CHARLES T. NAILOR, SR.  
District 6  
P.O. Box 1235  
Vacherie, LA 70090

RICHARD G. REULET, JR.  
District 7  
23185 Reulet Road  
Vacherie, LA 70090

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- \_\_\_\_\_ 2. Transfer for Special Needs. Any pupil who requires a course or special program not offered at the school to which he or she has been assigned may be permitted at the beginning of a new school year, to transfer to another school which offers courses or programs for his or her special needs, upon receipt of his or her parent's or legal guardian's application for transfer. Please specify. \_\_\_\_\_
- \_\_\_\_\_ 3. Transfer to Special Classes of Schools. If the School Board operates and maintains special classes or schools for physically handicapped, mentally retarded, or gifted and talented pupils, the Superintendent of Schools may assign pupils to such schools or classes on the basis related to the function of the special class or school. Such assignments shall be made regardless of pupil's race or sex.
- \_\_\_\_\_ 4. School-Level Employee Transfer. Parents or legal guardians who are school-level employees may register their children to attend the school in which they are employed.
- \_\_\_\_\_ 5. Other (Specify reason such as Attend "Feeder" School, Provisional Educational Custody, Legal Custody and attach appropriate documentation.)

\_\_\_\_\_  
Parent's or Legal Guardian's Name (Please print or type)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Mailing Address/P. O. Box Number

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Physical Address/Street Number & Name

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code