

CADDO PARISH PUBLIC BOARD

2018 - 2019 INFORMATION SHEET for TRANSFER REQUESTS

Civil Action 11,055 provides that the Caddo Parish School Board not permit a student to transfer out of a mandatory assignment district, except for certain exceptions that may be made. The exceptions are as follows:

Schools approved for Majority to Minority Transfers
TRANSPORTATION RESTRICTIONS MAY APPLY

ELEMENTARY

Blanchard A. C. Steere
Mooringsport Jack P. Timmons
Riverside

MIDDLE

Donnie Bickham

HIGH

North Caddo
Northwood

PROCEDURES FOR APPLYING FOR A TRANSFER

1. Applications and forms are available beginning March 12, 2018 online with the CPSB District website www.caddoschools.org or in person from 8:00 a.m. – 4:30 p.m. at the Student Services Center - Attendance and Census Department located at 1638 Murphy Street (formerly Central Elementary), Shreveport, LA 71103.
2. Complete the applications in its entirety and sign before a notary. List only the children in the family applying for the same school on each form.
3. For medical and hardship transfer requests: Physician’s questionnaire (*medical transfer*) or supplemental information form with documentation (*hardship transfer*) must be submitted along with the letter from the individual(s) that will provide transportation for child.
4. Parent/Legal Guardians applying for students new to Caddo must submit current grades, attendance, and discipline records from current school attending (i.e. Magnolia, Linwood Charter, private school, etc.) with transfer application. Students’ final grades, attendance, and discipline records must be received by May 29, 2018 in the Attendance Department to complete the application process.
5. Return completed application package in person to the Attendance & Census Department located at 1638 Murphy Street (formerly Central Elementary), Shreveport, LA 71103. Early opening date for returning applications will be March 19, 2018 at 6:00 a.m. Regular return dates/times are March 20, 2018 thru April 16, 2018 from 8:00 a.m. to 4:30 p.m.
6. Incomplete applications, submitted without required documents, not notarized, or notarized without the signature of the parent or legal guardian, faxed, mailed, gray boxed or delivered in bulk will be received but not processed.
7. Screening criteria for transfer requests approval or denial includes date/time of submission, building capacity, and the student’s final grades, discipline, and attendance record.

OTHER IMPORTANT INFORMATION:

1. **ALL** Hardship, Employee, and Medical transfers must be renewed each year by April 16, 2018 (*no exceptions*). If approved, no transportation is provided by the CPSB.
2. Notification letters (approved or denied) will be mailed to the address on the application in the month of June.
3. Approved transfers must be honored for the period of approval, unless documented extenuating circumstances occur. Applicants for whom transfers are approved must register with their “new” school by August 13, 2018. The transfer is voided if the student does not enroll in the approved school by August 13, 2018.
4. Questions regarding LHSAA rules and transfers should be directed to the CPSB Athletic Supervisor.
5. For questions or additional information, please call (318) 603-6305 or email ldjohnson@caddoschools.org.