

**AVAILABLE OPTIONS OTHER THAN MAGNET SCHOOLS:**

CADDO PARISH SCHOOL BOARD  
For School Year 2019-2020  
INSTRUCTIONAL/INFORMATION SHEET – STUDENT ASSIGNMENT

Attendance & Census Department  
1627 Weinstock  
(318) 603-6308

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:

Majority to Minority (M to M)  
Certified Medical Need  
Attendance at a Neighborhood Magnet or Laboratory School  
*(Application for admission to the magnet component or Lab school should be made directly to the school.)*

**Please follow the procedures listed below when applying for a transfer (deadline April 15, 2019)**

1. Obtain an application from  
Attendance and Census Department  
1627 Weinstock  
Shreveport, LA  
603-6308  
(Located in the former Central Elem. School on the corner of Murphy and Pierre Avenue)
2. Complete the application (include telephone number at work).
3. **Attach supplemental information for medical, hardship, and curriculum necessity transfer requests; include appropriate documentation.**
4. **Have application notarized.**
5. Return the completed application to the Attendance and Census Department by **April 15, 2019.**
6. Response letters regarding the decision to approve or deny transfer requests will be mailed to parents.

7. The screening criteria includes the discipline record, the attendance record, and grades of the student along with the building capacity/space availability at the requested school.

**OTHER IMPORTANT INFORMATION;**

1. **HARDSHIP, MEDICAL AND CURRICULUM NECESSITY** transfers are good for **one year and must be renewed annually. This type of transfer does not apply to Caddo Middle Magnet, Claiborne Fundamental Elementary Magnet, Eden Gardens Fundamental Elementary Magnet, Fairfield Elementary Magnet, Herndon Elementary and Middle Magnet, Judson Fundamental Elementary Magnet, and South Highlands Academic & Performing Arts Magnet.**
2. Transfers that are granted are expected to be honored for the time period of approval, unless extenuating circumstances occur that can be documented.
3. Applicants for whom transfers are approved should register with their “**new**” school as soon as possible prior to the opening of school for the incoming school year.
4. Students **are not** allowed to enroll in any activity of the “**new**” school until a letter of authorization is received from the parish superintendent of schools or designee.
5. **If applicable, attach employment verification and/or day care provider documentation.**

**NOTE: TRANSFER APPLICATIONS MUST BE SUBMITTED BY APRIL 15, 2019**