

FILE: JBCD

Cf: [JBA](#), [JBCC](#)

STUDENT TRANSFER AND WITHDRAWAL

TRANSFER

Students shall be required to attend the school in the attendance zone in which they are domiciled. Students who wish to attend a school other than the one designated for their attendance zone of domicile may apply for transfer when circumstances warrant. All requests for transfer shall be in writing, and shall include reasons for the transfer as well as other pertinent information that the School Board may require. The Superintendent shall consider for approval all requests for student transfer if such transfer is determined to be in the best interest of the student and the school system. No school shall accept a student not domiciled in that school's attendance zone unless the student has an approved transfer request on file. Any decision made by the Superintendent regarding the transfer of a student may be appealed to the School Board for final determination in accordance with state law.

Bona fide students in Jefferson Davis Parish schools may transfer from the attendance zone in which their parents or official guardian are domiciled only for academic reasons and subject to the following conditions:

1. Academic transfers shall not be approved or denied on the basis of race, color, ethnic origin, religion or sex of student requesting transfer.
2. All requests must be made on the transfer form provided by the School Board. All transfer requests must be submitted to the School Board Office ten (10) work days prior to the beginning of each semester. Medical emergency requests will be reviewed and acted upon as needed.
3. The Jefferson Davis Parish School Board will not furnish transportation to any child attending school out of their attendance zone of domicile except for special education students who have been properly evaluated.
4. In no case shall a principal allow an out-of-zone student to register at his/her school without written approval from the Superintendent or his/her designee. Bus operators shall not transport student(s) who have not been assigned to their buses by the principal.
5. All approved transfers are for a period of one (1) academic year. In order for a student to remain in a school out of their attendance zone, they must re-apply each year.
6. The School Board staff will review all applications for out-of-zone transfers according to the School Board

approved guidelines and recommend approval for those requests that meet the criteria for transfers. In the event that a parent's request is denied by the Superintendent or his/her designee, upon the parent's request, the School Board will sit as an appeal board to review that particular case and render a final judgment.

7. All school system employees have an option of placing their children in schools in the attendance zone in which they are domiciled or enrolling them in the schools located in the attendance zone where they work.

ACADEMIC TRANSFER

Students may be granted permission to transfer from the school within the attendance zone of their legal domicile to a school within another attendance zone for academic reasons provided the school in their attendance zone does not offer the course the student desires to enroll in and the recipient school has the facilities and capacity to accept said student. A statement from the recipient school principal verifying that the course will be offered must be provided with the transfer request.

If a student should be dismissed or drop out of the course or courses that necessitated the transfer, he/she shall immediately enroll in the school in the attendance zone of his/her legal domicile. It is further provided that if a student does not pass any two (2) consecutive nine-weeks grading periods in the course(s) that necessitated the transfer and maintain a 1.5 Grade Point Average (GPA) for all courses taken per semester, the transfer shall become null and void and the student shall be transferred back to the school within the attendance zone of legal domicile. Quality or content of any course or program shall not be deemed as a justifiable reason to approve a transfer. Academic transfers may be made only when necessary arrangements cannot be made in the home school. It will be the responsibility of all high school principals to notify the Superintendent of any student(s) who have failed to meet the above requirements.

All transfer requests must be made on a form provided by the School Board. Applications for academic transfers must be made at least ten (10) working days prior to the beginning of each semester and renewed annually. Any request based on a clear case of academic hardship will be judged on the merits of that case. Transportation to an out-of-attendance zone school for academic reasons shall be the responsibility of the parent or legal guardian.

WITHDRAWAL

Students shall be required to attend school in accordance with statutory provisions. Students may be permitted to withdraw from school however, if approved by the Superintendent and School Board. Such withdrawal must be in accordance with such rules and regulations as may be prescribed by the School Board.

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Ref: La. Rev. Stat. Ann. §§[17:81](#), [17:105](#), [17:105.1](#), [17:106](#), [17:108](#), [17:109](#), [17:111](#), [17:221](#), [17:226](#), [17:227](#)
[*Louisiana Handbook for School Administrators, Bulletin 741*](#), Louisiana Department of Education
Board minutes, 7-14-94, 2-16-95, [6-20-02](#), [2-19-09](#), [9-16-10](#), [5-18-17](#)

Jefferson Davis Parish School Board