COMPLIANCE OFFICE
JEFFERSON PARISH PUBLIC SCHOOL SYSTEM
501 MANHATTAN BOULEVARD, SUITE 1100
HARVEY, LOUISIANA 70058-4495
(504) 365-5312 (O) | (504) 349-8940 (F)
jpschools.org

ISAAC G. JOSEPH
SUPERINTENDENT

GRETCHEN A. WILLIAMS
COMPLIANCE OFFICER

FRENCH IMMERSION MAGNET SCHOOL/MAGNET PROGRAM (Kindergarten Only)
2015-2016 TRANSFER REQUEST FORM

Name of Student _____ **Grade Entering** **Kindergarten**
First **Middle** **Last**

Parent/Legal Guardian _____ **Phone: (Home)** _____ **(Cell)** _____

Address_____
(NUMBER AND STREET) **(APARTMENT NUMBER)** **(CITY)** **(ZIP)**

The information requested below is required to provide demographics of student enrollment to the Compliance Office.

Date of Birth _____ **Placement** _____ Regular Education _____ Special Education **Exceptionality:** _____

Gender _____ Male _____ Female **Race** _____ Asian _____ Black _____ Hispanic
_____ Native American _____ White Other: _____

Name of School in Current JPPSS Attendance Zone: _____

Parent(s)/Guardian(s) must hand deliver completed forms to the Compliance Office, 501 Manhattan Blvd., Suite 1100, Harvey, (504) 365-5312 .

Parent's Signature _____ **Date** _____

You will be notified of the status of your transfer request via fax, phone, email and/or U.S. Mail. Please provide your email address on the line below:

_____
e-mail address

Criteria for Magnet School/Magnet Program Transfers

1. By submitting this transfer request form, the school system's Compliance Officer will be able to provide evidence to the Court as to why such students are attending a school not located in his/her attendance zone.

2. Transfers for students in kindergarten shall be made at least 30 days prior to the commencement of a school year or, where permitted by a particular magnet program with sufficient grade level capacity to accept a transferring magnet student, at least 30 days prior to the beginning of the second semester of a school year.

3. Students entering into the school system for the first time may seek enrollment in a magnet school upon entering into the School System from another school district or from a private or home school situated within the Parish of Jefferson where such in-term enrollment is permitted by a magnet program and neither grade level nor school overcrowding will result.

Approved: _____ **Denied due to Criteria** _____
Denied due to Capacity _____

_____
Compliance Officer **Date**

Approved: _____ **Denied due to Criteria** _____
Denied due to Capacity _____

_____
Principal **Date**

Rev. 6/15/gw