



STATE BOARD of ELEMENTARY and SECONDARY EDUCATION

P.O. Box 94064, Capitol Station, Baton Rouge, LA 70804-9064 • PHONE: 225-342-5840 • FAX: 225-342-5843

SCHOOL TRASFER REQUEST GUIDANCE

Louisiana Revised Statute 17:4035.1 allows parents to enroll their children in a public school of their choice if the following apply:

- The public school in which the student was most recently enrolled, or would otherwise attend, received a school performance letter grade of “D” or “F” for the most recent school year.
- The school in which the student seeks to enroll received a school performance letter grade of “A”, “B,” or “C” for the most recent school year and has sufficient capacity at the appropriate grade level. School and grade level capacity are determined by local educational authorities.
- The transfer does not violate the order of a court of competent jurisdiction. School performance letter grades are available online at the Louisiana Department of Education (LDE) webpage. The local educational authority will also notify parents of students in schools that received a “D” or “F” rating of the transfer process, including a list of schools within the district that received an “A”, “B”, or “C” performance rating.

Requesting a School Transfer

Student transfer requests are to be submitted to the local district office. Each Local Educational Authority is required to adopt a policy governing student transfers, including the definition of school capacity and transfer request period dates and deadlines.

School systems are not required to provide transportation to students enrolled in public schools outside of the system, if providing such transportation will result in additional cost to the school system.

Appeal of Denied Transfer Request

- Complete the Transfer Request Appeal Form available on the BESE and LDOE webpage.
 - Attach a copy of the denial letter from the local school district.
 - Return the form and attachment no later than May 15.
- Requests will be evaluated within 90 days of acknowledgement and no later than the June meeting of the Board of Elementary and Secondary Education (BESE).
- If BESE determines that the transfer request denial was not in compliance with school and/or district policy, the Local Educational Authority shall reconsider the transfer request.
- BESE will not approve a transfer request that would exceed the enrollment capacity of a school or classroom.

Joseph Cao

1st BESE District

Sharon Clark

2nd BESE District

Sandy Holloway

3rd BESE District

Stacey Melerine

4th BESE District

Lance Harris

5th BESE District

Ronnie Morris

6th BESE District

Kevin Berken

7th BESE District

Preston Castille

8th BESE District

Conrad Appel

Member-at-Large

Judy Armstrong

Member-at-Large

Simone Champagne

Member-at-Large

Tavares A. Walker

Executive Director

Dr. Cade Brumley

State Superintendent