



# 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

**DIRECTIONS:** Complete the form in its entirety and submit, along with a copy of the transfer request denial to the ATTN: Tavares A. Walker, P.O. Box 94064, Capital Station Baton Rouge, LA 70804.

\* \* \* \*

**Paul Hollis**  
1<sup>st</sup> BESE District

**Sharon Clark**  
2<sup>nd</sup> BESE District

**Sandy Holloway**  
3<sup>rd</sup> BESE District

**Stacey Melerine**  
4<sup>th</sup> BESE District

**Lance Harris**  
5<sup>th</sup> BESE District

**Ronnie Morris**  
6<sup>th</sup> BESE District

**Kevin Berken**  
7<sup>th</sup> BESE District

**Preston Castille**  
8<sup>th</sup> BESE District

**Conrad Appel**  
Member-at-Large

**Judy Armstrong**  
Member-at-Large

**Simone Champagne**  
Member-at-Large

## Personal Information

Full Name of Parent or Guardian: \_\_\_\_\_

Full Name(s) of Child(ren): \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## School Information

Name of Assigned School: \_\_\_\_\_

District: \_\_\_\_\_

Name of Requested School: \_\_\_\_\_

District: \_\_\_\_\_

Most recent school letter grade: Assigned school: \_\_\_\_\_ Requested school: \_\_\_\_\_

*\*Recent school letter grades can be found on the LDOE website.*

## Transfer Request Information

*\*The transfer request denial appeals process applies only to transfers within a school district.*

Date of transfer request: \_\_\_\_\_

Date of transfer request denial: \_\_\_\_\_

Comments regarding reason for transfer:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*By checking this box, I certify that I am the parent or legal guardian of the student named above and am applying for an appeal of a denied intradistrict transfer request on behalf of the student.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Policy Notes:

- Attach a copy of the transfer request denial and return to the contact listed above no later than May 15.
- Requests will be acknowledged within 10 business days of receipt.
- Requests will be evaluated within 90 days of acknowledgement and no later than the annual 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.

**Tavares A. Walker**  
Executive Director

**Dr. Cade Brumley**  
State Superintendent