



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.

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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

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