



Recovery School District
Superintendents' Policy on Admissions, Transfers and Re-admissions
Category: Student Enrollment
Date: September 2014

I. Introduction

The Recovery School District (RSD) Office of Student Enrollment (OSE), publicly referred to as EnrollNOLA, maintains authority and responsibility for enrollment policy for all state authorized charter schools (per BESE Bulletin 126). The Orleans Parish School Board (OPSB) maintains authority and responsibility for enrollment policy for all OPSB direct-run schools and participating charter schools.

A. Admission to School – General Policy and Practices

- a. Children may not be refused admission to a public school because of race, color, creed, national origin, gender, gender identity, pregnancy, immigration/citizenship status, disability, sexual orientation, religion or ethnicity.¹
- b. Every child, as a prerequisite to enrollment in any first grade of a public school, shall meet one of the following criteria (Bulletin 741 §1107 B):
 - i. Have attended a full-day public or private kindergarten for a full academic year; or
 - ii. Have satisfactorily passed academic readiness.
- c. In New Orleans, children are required to attend school from age six through the end of the school year in which they turn 21 as set forth below. If no high school diploma has been granted, children may remain in school until the end of the school year in which they turn 21.
 - i. Children whose sixth birthday falls on or before September 30 within the calendar year of admission must be admitted to first grade.
 - i. Any child transferring into the first grade of a public school from out-of-state and not meeting the requirements herein for kindergarten shall be required to pass an academic readiness screening administered by the LEA prior to the time of enrollment for the first grade. (Bulletin 741 §1111.C2.)
 - ii. Out-of-state students who do not meet the kindergarten attendance requirement shall score at benchmark on the Developing Skills Checklist (DSC), DIBELS NEXT, Gates-McGinitie, SESAT, or reading report card.
 - ii. Children whose fifth birthday falls on or before September 30 within the calendar year of admission must be admitted to kindergarten.
 - iii. Children whose fourth birthday falls on or before September 30 within the calendar year of admission must be admitted to a pre-kindergarten program for four year olds (limited to designated schools and pending available seats).
 - iv. Children whose third birthday falls on or before September 30 within the calendar year of admission and have been identified with a disability must be admitted to a

¹ Gender is only a factor in admissions in single-gender schools

pre-kindergarten program for three year olds (limited to designated schools / programs and pending available seats).

- d. Schools are responsible for ensuring that all students comply with stated registration procedures as described in this Regulation.
- e. A student must be a resident of Orleans Parish in order to be eligible to attend an Orleans Parish public school. All students must submit a Residency Questionnaire upon enrolling in their school. BESE-approved Type 2 charter schools may enroll students who do not reside in Orleans Parish.
- f. In order for a student to register at a public school, the parent and child must both appear² and must present:
 - i. Verifiable proof of residence (as noted in Section VI and Section VII)
 - ii. Verifiable proof of age (i.e. birth certificate or passport)
 - iii. Child's immunization records
 - iv. Child's latest report card/transcript (if available)
 - v. Child's Individualized Education Plan (IEP) and/or 504 Accommodation Plan, if applicable and available.
 - vi. Photo identification of child's legal guardian

If a student is not able to produce proof of immunization, the student must be registered provisionally and appropriate follow-up must be done by the school to obtain the immunization records.³

If a student is not able to produce a birth certificate, passport or other appropriate documentation which establishes the student's age, the student must be registered provisionally and the school must take action to ensure appropriate grade placement.

Please note that a Social Security card or number cannot be required for registration, per Federal and State law.

Please note that the following documents are required for school registration when the parent/guardian and child(ren) are residing at another's residence, and therefore do not have the required documentation for residency verification:

- i. Affidavit of Residency (original document) purchased from a notary public (issued within the past calendar year), or a notarized, written statement including the following information:
 - 1. The child's name
 - 2. The parent/legal guardian's name
 - 3. The name and address of the individual with whom the family is residingThe notary seal/stamp or commission number is acceptable.
- ii. Two forms of proof of address (issued within the past thirty days):
 - 1. Electric bill
 - 2. Telephone bill
 - 3. Water/Sewage Bill
 - 4. Cable Bill
 - 5. Mortgage Agreement OR Lease (can substitute as both forms only if utilities are included in the lease agreement)

² As described in Section VI, if an unaccompanied student comes into an EnrollNOLA Family Resource Center or a school and indicates that he/she is homeless and wants to enroll in or transfer schools, he/she is not required to return with a parent in order to enroll/transfer. A student who is emancipated is also not required to register with a parent.

³ For more information please refer to RS 17:170 and Bulletin 741 (Chapter 11, Section 1121)

- iii. Photo identification (Driver's License, Passport, State-issued identification, etc.) of parent/guardian and the individual whose name appears on the bill.
- g. No student who has been appropriately registered by a school or assigned by OPSB or OSE may be turned away by the school to which the student is registered / assigned.
- h. If a student is entering the OPSB / RSD from another school system in the United States, that student will be registered according to his/her last grade placement in his/her last school based on submission of the appropriate educational records. If no records are available, the student will be placed in the age appropriate grade level. In these cases, the principal or his/her designee will then determine an appropriate grade placement upon receipt of the appropriate educational records.
- i. If a student is entering the OPSB / RSD from outside of the United States, that student will be registered according to his/her last grade placement in his/her last school based on submission of the appropriate educational records. If a student who has been educated outside of the United States appears without educational records, the student will be registered in an appropriate elementary, middle, or high school based on the student's age. A student from another country who does not have educational records who turns 15 within the calendar year of admission will be expected to attend high school in the fall of that year. If the student arrives by June of that year, he or she will be placed in the eighth grade. If the student arrives after June of that year, he or she will be enrolled in high school. In cases where such student is placed in high school, the principal or his/her designee will then determine an appropriate grade placement within the school upon receipt of the appropriate educational records.
- j. Placement for any school-age student seeking admission or to transfer between schools will occur only at an EnrollNOLA Family Resource Center and will be arranged as expeditiously as possible.
- k. By law, students may not be required or asked to present documentation of immigration status nor can they be denied admission to school based on immigration status or failure to present documentation about immigration status. Reference to the immigration status of a child or parent is not to appear on any school forms and/or records.
- l. Students in the care of social welfare agencies, juvenile justice agencies, and correctional agencies are to be admitted into schools in the same manner as other students.
- m. The involuntary transfer of homeless students or students in temporary housing for poor attendance is prohibited by Title VII of the McKinney-Vento Homeless Assistance Act (42 USC 11431)

II. Admissions Procedures

The admissions procedures below apply to all public schools that participate in EnrollNOLA's centralized enrollment process.

A. Sibling Priority

- a. Siblings are given priority in the OneApp match process only. Accommodations for siblings are not guaranteed during subsequent enrollment periods.
- b. For the purpose of assignment, siblings are students who share a household and/or share a parent or guardian.
- c. Schools maintain responsibility for verifying sibling status prior to registration.
- d. An applicant can be granted sibling priority only if the sibling is enrolled in the school at the time of application submission and will continue to be enrolled at the start of the following school year.

B. Admission to Pre-Kindergarten (PK) Programs

a. Age Requirements

- i. Students must turn four on or before September 30 of the school year in question in order to be eligible to attend a PK program for four year-olds.
- ii. Students must turn three on or before September 30 of the school year in question in order to be eligible to a PK program for three year-olds.

b. Charter schools:

- i. Admission to a PK program for four year-olds is pending seat availability.
 1. Children identified as having a disability by Child Search and who have had an Individual Education Plan (IEP) developed will receive an assignment to a pre-kindergarten program.
 2. Applicants to a pre-kindergarten program receive priority for admission if they:
 - a. Are enrolled in a school's pre-kindergarten program for three year olds at the time of application submission (applies to specific schools only as outlined in the EnrollNOLA application materials)
 - b. Have a sibling enrolled in the school at the time of application submission who will continue to be enrolled at the start of the following school year.
 - c. Reside in the geographic catchment of a school
 - d. Are the child of staff member at an applicable school, as indicated in the OneApp application packet
 - ii. Admission to a PK program for three year-olds is pending seat availability.
 1. These pre-kindergarten classes are primarily designed to serve students with special needs who have been evaluated by Child Search and have had Individual Education Plans (IEP) developed.
 2. Typically developing applicants to a pre-kindergarten program receive priority for admission if they:
 - a. Attend an Early Head Start (ESH) program at the time of application submission.
- c. Orleans Parish School Board direct-run schools: Please contact the Orleans Parish School Board directly.

C. Admission to Elementary and Middle School

- a. Kindergarten is the entry grade for OPSB and RSD schools. Students must turn 5 on or before September 30 of a school year in order to be eligible to begin kindergarten that academic year.
- b. Applicants to elementary and middle school receive priority for admission if they:
 - i. Have a sibling enrolled in the school at the time of application submission who will continue to be enrolled at the start of the following school year.
 - ii. Reside in the geographic catchment of a school.⁴
 - iii. During Round 2 of OneApp, siblings of a newly matched student in Round 1 receive sibling priority during the match.
- c. In some cases, applicants enrolled in a school's pre-kindergarten program at the time application submission may receive a lottery exemption and be allowed to continue on in the school as a "continuing" student. This lottery exemption will be established on a yearly basis prior to the launch of the EnrollNOLA centralized enrollment process.
- d. In some cases, schools have other priority factors for admission. These priority factors will be established and communicated in the OneApp application materials.

⁴ Excluding Type 2 charter schools.

D. Admission to High Schools

- a. Applicants to high school receive priority for admission if they:
 - i. Have a sibling enrolled in the school at the time of application submission who will continue to be enrolled at the start of the following school year.
 - ii. In some cases, schools have other priority factors for admission. These priority factors will be established and communicated in the OneApp application materials.
 - iii. During Round 2 of OneApp, siblings of a newly matched student in Round 1 receive sibling priority during the match.

III. Readmission

A. Students returning from Home and Hospital Instruction:

A student returning from home or hospital instruction has the right to return to his/her prior school unless the school, in consultation with the family and OPSB / OSE, determines that a different school placement is appropriate.

B. Students returning from custody:

Students who return to the public schools from the care of the State, City, or private agencies are entitled to expeditious and appropriate educational placement. These facilities include group homes, psychiatric centers, developmental centers, custodial facilities, and residential treatment centers, such as those under the auspices of the Louisiana Department of Children and Family Services and the Administration for Children's Services (ACS). Students are not required to provide release letters from the custodial agency before enrolling in school.

As soon as the agency determines that a placement recommendation to return to school will be made, the agency should contact the Office of Student Enrollment to alert them of the student's change in status in order to begin the process of reenrolling the student. This may include a meeting where a representative of the agency must provide relevant school records, including an IEP or 504 plan.

Students returning from a detention facility within or outside of New Orleans may have the right to return to the school he/she attended within 60 calendar days. After 60 days, a student's return to his/her previous school will be determined on a case-by-case basis. The OSE/OPSB and the RSD Student Hearing Office, in consultation with the student and parent, may determine that the prior school is not appropriate and may therefore identify a different placement. A student will not have the right to return to his/her previous school for the following reasons:

- If a school submits a formal request for expulsion for the offense for which the student is incarcerated, based on criteria listed in the Code of Student Conduct, and the student is found guilty of that offense.
- If the reason for which the student was incarcerated involved any act of violence which included a victim who is still present at the school campus

Students who have been incarcerated for more than 10 days will be required to meet with the Student Hearing Officer before returning to school, excluding cases where the student was recommended for expulsion. The OSE will work to ensure a school placement for all students, and will notify the school of the student's admission/return and will provide any available academic records. If no records are available at the time the student is reassigned to school, it is

the responsibility of the receiving school to request any and all records. Students reentering will still have to verify information expected of all new/readmitting students.

C. Students returning from suspension and expulsion

Students who are suspended or expelled have the right to return to the school from which they are suspended or expelled unless the student has voluntarily transferred to another school or unless representatives from the RSD Student Hearing Office has deemed that a new placement is required. Eighth grade students who have been suspended or expelled, who have been assigned ninth grade seats for the next school year, have rights to those seats upon fulfillment of the eighth grade promotional requirements and the expulsion term.

Schools may not deny admission to a transferred or articulating student based on his or her former "suspended" or "expelled" status.

Students who are expelled cannot circumvent the expulsion through the One App process. Expelled students may only be readmitted through the Student Hearing Office,

Students who are expelled cannot circumvent the expulsion through the EnrollNOLA centralized enrollment process. Expelled students may only be readmitted through the Student Hearing Office.

IV. Students leaving and returning within the same school year

- a. Students seeking a school placement who left prior to October 1, 2014 will report to an EnrollNOLA Family Resource Center to select from the available seats in their grade level. See section IV regarding New Enrollees to the Parish.
- b. Students seeking a school placement who were discharged on or after October 1, 2014 will be placed at their last school of record, pending seat availability.

V. New Enrollees to the Parish

- a. Obtaining a school placement

New students to Orleans Parish shall present at an EnrollNOLA Family Resource Center for a school placement, pending seat availability and guardian preference. The EnrollNOLA Family Resource Centers are located in the following locations:

Downtown Location

FRC @ First Pilgrim School Building
2521 Marais St. 70117
Mon – Fri: 8:00 AM – 4:30 PM

Uptown Location

FRC @ Crocker Elementary
2300 General Taylor St., 70115
Mon & Wed: 8:00 AM – 6:00 PM
Tues, Thurs, & Fri: 8:00 AM – 4:30 PM

Westbank Location

FRC @ OPSB Central Office

3520 General DeGaulle Dr., 70114
Suite 1050
Mon – Fri: 8:00 AM – 4:30 PM

In order to receive a school placement, families must provide proof of residency and the most recent report card.

b. Registering at the assigned school

In order for a student to register at their assigned public school, the parent and child must both appear⁵ and must present:

- i. Verifiable proof of residence
- ii. Verifiable proof of age (i.e. birth certificate or passport)
- iii. Child's immunization records
- iv. Child's latest report card/transcript (if available)
- v. Child's Individualized Education Plan (IEP) and/or 504 Accommodation Plan, if applicable and available.
- vi. Photo identification of child's legal guardian

If a student is not able to produce proof of immunization, the student must be registered provisionally and appropriate follow-up must be done by the school to obtain the immunization records.⁶

If a student is not able to produce a birth certificate, passport or other appropriate documentation which establishes the student's age, the student must be registered provisionally and the school must take action to ensure appropriate grade placement.

Please note that a Social Security card or number cannot be required for registration, per Federal and State law.

VI. Transfers and Placement Exception Requests

Open transfers between participating OneApp schools can take place from the commencement of Open Enrollment through October 1 of the academic year. Once school is in session through October 1 (between September 1 – October 1), schools are required to meet with families to discuss their request to transfer and provide documentation of the transfer request for the family to present at an EnrollNOLA Family Resource Center.

A. From the commencement of the Open Enrollment period, as designated by the OSE, and until September 1, 2014, families requesting a transfer must do the following:

- a. The parent must present at an EnrollNOLA Family Resource Center.
- b. EnrollNOLA Family Resource Center staff will meet with the parent to discuss the school options available for their child. Given those options, the parent can decide whether they would like to move forward with the transfer.

⁵ As described in Section VI, if an unaccompanied student comes into an EnrollNOLA Family Resource Center or a school and indicates that he/she is homeless and wants to enroll in or transfer schools, he/she is not required to return with a parent in order to enroll/transfer. A student who is emancipated is also not required to register with a parent.

⁶ For more information please refer to RS 17:170 and Bulletin 741 (Chapter 11, Section 1121)

- i. If the parent chooses to transfer their child to a different school, EnrollNOLA Family Resource Center staff will complete the transfer and provide the parent with a Placement or Referral Form⁷ to bring to the child's new school.
 - ii. If the parent chooses to not transfer their child to a different school, he/she will remain at his/her current school.

- B. From September 1, 2014 and until October 1, 2014, families requesting a transfer must do the following:
 - a. Meet with their child's current school to discuss the transfer request. At this meeting, school personnel must provide the parent with a Mid-Year Transfer Request Form (see sample form at end of document).
 - b. The parent must bring the completed and signed form to an EnrollNOLA Family Resource Center within 5 school days of the date on the form. The parent must continue to send their child to school during this period. If they do not, truancy laws and policies will apply.
 - c. EnrollNOLA Family Resource Center staff will meet with the parent to discuss the school options available for their child. Given those options, the parent can decide whether they would like to move forward with the transfer.
 - i. If the parent chooses to transfer their child to a different school, EnrollNOLA Family Resource Center staff will complete the transfer and provide the parent with a Placement or Referral Form⁸ to bring to the child's new school. The parent must present at the new school to complete registration within 5 school days. After 5 school days have passed, the student will lose their guarantee of placement at the desired new school.
 - ii. If the parent chooses to not transfer their child to a different school, he/she will remain at his/her current school.

- C. Beginning October 2, a family requesting a transfer to a different school can request a Hardship Transfer. Only one hardship transfer request may be submitted per student per semester (October 2 – December 31 and January 1 –April 30). All hardship transfers must be approved by the OPSB / OSE and are pending seat availability. Seat availability will not be given until the hardship transfer has been approved. Hardship transfers will be reviewed within 5 schools days of receipt of the required documentation. Hardship transfers must address a particular hardship as described below and must be submitted with accompanying paperwork (see sample form at end of document):
 - a. Medical Hardship: A parent may request a medical transfer for a child to address an exigent medical issue that can be addressed by a change in school. The parent must complete the Medical Hardship Form (see sample form at end of document) and provide documentation signed by a doctor on the medical provider's letterhead stating the medical condition and the reason why the transfer is recommended.
 - b. Safety Transfers: Safety transfers may be granted in situations in which it is determined that a student's continued presence in the school is unsafe for the student. The determination as to whether or not to grant a safety transfer must be made by OSE / OPSB in consultation with the RSD's Student Hearing Office. The procedures are as follows:

⁷ A transfer to a school with admissions requirements will not be complete until the school has met with the family and assessed whether the students meets the schools requirements for admission.

⁸ A transfer to a school with admissions requirements will not be complete until the school has met with the family and assessed whether the students meets the schools requirements for admission.

- i. All safety transfer requests and supporting documentation must come from schools; families should not bring documentation to the Family Resource Center. To be considered for a safety transfer, a student's school must provide:
 - 1. School occurrence report or other school documentation;
 - 2. Safety Transfer Summary of Investigation form (see sample form at end of document)
 - ii. If the supporting documentation does not sufficiently describe the safety issue or if additional information is needed, school personnel must provide additional information to OSE.
 - iii. If it is determined that transferring the student will address the safety issue (regardless of where the incident took place), the safety transfer will be approved and a new placement will be identified by OSE, in consultation with the parent/guardian.
- c. Childcare Hardship: Childcare hardships may be granted in situations where a family's childcare, transportation or after care situation has changed substantially. The parent/guardian must provide documentation of the change when submitting the form (see sample form at end of document).
- d. Transfer to a Specialized Program: Where a parent/guardian is seeking a specialized program, such as a 4.5 program or accelerated high school program, OSE may refer a student to such program pending seat availability. School personnel will determine whether the student is eligible to attend the program in question.
- e. Principal-to-Principal Transfer: In the case of a principal-to-principal to transfer, a school can request the transfer of a student if the following is true:
 - i. The principal of the "sending" school is in agreement with the transfer, *and*,
 - ii. The principal of the proposed "receiving" school is in agreement with the transfer, *and*,
 - iii. The parent / guardian of the student initiated the transfer and is in agreement with the transfer.

In these instances, the three parties can request that the transfer be granted in the following manner:

- i. Submitting a "Principal-to-Principal" transfer request form to OSE.
- ii. Submitting any and all documentation to explain reason for transfer of student to an alternate school.

VII. Proof of Residency

- A. Proof of address must be provided when registering a student in school. The following documents may be used as proof of residency:
- a. Proof of address may be verified by any of the following⁹:
 - i. a residential utility bill (gas or electric) in the resident's name issued by Entergy within the prior 60 days;
 - ii. documentation or letter on letterhead from a federal, state, or local government agency, including the IRS, the City Housing Authority, Human Resources Administration, the Administration for Children's Services (ACS), or an ACS subcontractor indicating the resident's name and address issued within the prior 60 days;
 - iii. an original lease agreement, deed or mortgage statement for the residence

⁹ A school may require between 2-3 forms of proof of residency.

- iv. a current property tax bill for the residence
- v. a water bill for the residence
- vi. official payroll documentation from an employer issued within the past 60 days such as a form submitted for tax withholding purposes or a payroll receipt. A letter on the employer's letterhead is not adequate.

A telephone bill, cable bill, credit card bill, medical insurance card, or driver's license is not acceptable proof of address.

- b. If a parent is subletting an apartment or home, or if more than one family shares a living space and there is only one leaseholder or homeowner, the parent must present a letter signed both by the primary leaseholder as well as the parent affirming that the family is residing in this home, and must attach proof of address of the primary leaseholder as specified in V.A. a of this Regulation.
 - c. If there is a question as to the adequacy of the proof of the home address, or if the parent is unable to provide the appropriate documents, the school will admit the student on a provisional basis. The parent will be given a Provisional Admission Notice indicating that the student is being admitted to the school on a provisional basis pending the outcome of an address investigation. The school where the student is registered is responsible for initiating an address verification investigation. The student may not be turned away and is entitled to attend class while the investigation is pending.
 - d. Homeless students, as determined by EnrollNOLA's Homeless Liaison, are not required to present proof of residency to enroll in school. See Section VII:D:f.
- B. Proof of address must be provided once per school year for students continuing in the same school.
- a. Proof of address may be verified by any of the following¹⁰:
 - i. a residential utility bill (gas or electric) in the resident's name issued by Entergy within the prior 60 days;
 - ii. documentation or letter on letterhead from a federal, state, or local government agency, including the IRS, the City Housing Authority, Human Resources Administration, the Administration for Children's Services (ACS), or an ACS subcontractor indicating the resident's name and address issued within the prior 60 days;
 - iii. an original lease agreement, deed or mortgage statement for the residence
 - iv. a current property tax bill for the residence
 - v. a water bill for the residence
 - vi. official payroll documentation from an employer issued within the past 60 days such as a form submitted for tax withholding purposes or a payroll receipt. A letter on the employer's letterhead is not adequate.

A telephone bill, cable bill, credit card bill, medical insurance card, or driver's license is not acceptable proof of address.

VIII. Special Situations

A. Missing Child

¹⁰ A school may require between 2-3 forms of proof of residency.

If there is suspicion that a student who is being admitted to school may be a “missing child,” a child who has been taken from a parent who has rightful custody, the principal or OSE must admit the child and immediately contact the local police precinct.

B. Emancipated Minors (16-17 years of age)

a. Only those students who are independent and living apart from their parents and who are not in need or receipt of foster care may be considered emancipated. If it is determined that a student is emancipated, the student is not required to be accompanied by a parent to register. The following questions may assist in determining whether a student is emancipated:

- Has the parent relinquished custodial duties?
- Is the student living separately from the parent or paying rent at home?
- Is the student managing his/her own affairs?
- When was the student last in touch with his/her parent?

b. Proof of residence may be shown by a rent receipt in the minor’s name or a statement from the person furnishing housing.

C. Children whose parents do not reside together

- a. A child may have only one legal residence. For a child whose parents live apart, the child’s residence is presumed to be that of the parent who provides custodial care.
- b. If parents have been awarded joint custody, the child’s residence is that of the parent who has primary physical custody.
- c. If a non-enrolling parent disputes that the enrolling parent has primary physical custody, the non-enrolling parent must provide a certified court order confirming the non-enrolling parent’s custodial position before their request to change the child or children’s placement will be considered.

D. Homeless, Unaccompanied and Runaway Youth

a. Definitions:

i. A homeless child is one who lacks a fixed, regular, and adequate nighttime residence. This includes a child who:

1. Is living with a friend, relative or someone else because their family lost their housing due to economic hardship, or a similar reason (referred to as “doubled up”), or is living in a motel, hotel, trailer park, or camping ground due to the lack of alternative adequate accommodations, or
2. Is living in a subsidized publicly or privately operated shelter designed to provide temporary living accommodations (including commercial hotels, congregate shelters, and transitional housing for the mentally ill), or
3. Is awaiting foster care placement, or
4. Is living in a public or private place not designed for or ordinarily used as a regular sleeping accommodation, or
5. Is living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.

b. Unaccompanied youth means a youth not in the physical custody of a parent or guardian and who meets the definition of homeless set forth above.

c. A homeless, unaccompanied or runaway youth may transfer to a new school which s/he is eligible to attend based on his/her new residence and for which he/she meets the

entrance criteria, where applicable, pending seat availability. Homeless students are not required to demonstrate a travel hardship before transferring to another school. The school selected shall immediately enroll the homeless child or unaccompanied student, even if the child or unaccompanied youth is unable to produce records normally required for enrollment.

- d. Children living in residential programs for victims of domestic violence are included in the definition of homeless children. The address of a student living in a domestic violence residence is to be kept confidential.
 - e. The lack of a permanent address does not constitute a legitimate basis for denying a student admission to school. These students are entitled to immediately enroll and attend an OPSB / RSD public school, pending seat availability, in accordance with Title VII of the McKinney-Vento Homeless Assistance Act (42 USC 11431).
 - f. An Unaccompanied Youth is a homeless child not in the custody of a parent or guardian. An Unaccompanied Youth is not required to appear with an adult in order to enroll in or transfer schools. Enrollment staff or school officials, where applicable, must notify the School/District Homeless Liaison of the youth's enrollment at the selected school.
 - g. A homeless student shall not be denied immediate enrollment in a school because of lack of documentation, including proof of residency. The OSE will work with the family of a homeless student to ensure immediate placement in school pending seat availability at participating schools.
 - h. If a parent/guardian or school would like to dispute the placement of a homeless student, the dispute shall be provided in writing to the OSE. The student shall be allowed to attend school to which they were assigned while the dispute is being resolved.
- E. Foster care students
- a. Students in foster care who change foster homes may be transferred to a school closer to the new foster home without being required to meet the threshold for a travel hardship transfer.



Office of Student Enrollment: Transfer Request Form (Pre-October 1)

Instructions

This form can be used to request a transfer from one New Orleans public school to another. This form should be completed by a school representative when meeting with the parent/guardian to discuss their request to transfer.

Student & Parent Contact Information

Student: _____ Date: _____

Parent /Guardian: _____ Relationship to Student: _____

Primary Phone Number: _____ Secondary Phone Number: _____

Current School: _____

Reason for Transfer Request

Travel Hardship Safety Concerns Discipline Concerns Academic Concerns

Other (Please Explain): _____

Signatures

School Representative

I affirm that I met with the parent / guardian of the above named student to discuss their request to transfer their child to another school and that the request to transfer was initiated by the parent. I understand that until the transfer process is complete the student must continue to attend this school.

School Representative: _____

Position: _____

Parent / Guardian

I understand that I must present this Transfer Request Form at a Family Resource Center in order for my child to receive a transfer to a different New Orleans public school, and that until the transfer is complete my child must continue to attend his / her current school. If my child does not attend school then he / she may be reported as truant. I further affirm that I have met with a representative at my child's current school and agree to this transfer request for my child.

Parent / Guardian: _____

Parent/Guardian Next Steps

- Please present this completed and signed form at a Family Resource Center within 5 school days of the date above.
- Family Resource Center staff will meet with you to discuss the school options available for your child. Given those options, you can decide whether you would like to move forward with the transfer.
- If you transfer your child to a different school, Family Resource Center staff will complete the transfer and provide you with a Referral Form to bring to your child's new school. If you do not transfer your child to a different school, he / she will remain at his / her current school.
- To complete the transfer process you will be required to provide verifiable proof of address in addition to other required documentation as specified by school administration.



Office of Student Enrollment: Hardship Transfer Request Form (After Oct. 1)

Instructions

After October 1, a family requesting a transfer from one New Orleans public school to another will need to be approved for a Hardship Transfer by the Office of Student Enrollment. This form – along with required documentation – can be used to request a Hardship Transfer. This form should be completed by a school representative when meeting with the parent/guardian to discuss their request for a Hardship Transfer.

Student & Parent Contact Information

Student: _____ Date: _____

Parent /Guardian: _____ Relationship to Student: _____

Primary Phone Number: _____ Secondary Phone Number: _____

Current School: _____

Reason for Hardship Transfer Request (Please attach appropriate documentation)

Childcare Hardship

Safety Hardship

Medical Hardship

Signatures

School Representative

I affirm that I met with the parent / guardian of the above named student to discuss their request to transfer their child to another school and that the request to transfer was initiated by the parent. I understand that until the transfer process is complete the student must continue to attend this school.

School Representative: _____

Position: _____

Parent / Guardian

I understand that my child must continue to attend his / her current school while this Transfer Request is being processed. If my child does not attend school then he / she may be reported as truant. I further affirm that I have met with a representative at my child's current school and agree to this transfer request for my child.

Parent / Guardian: _____

Next Steps

- This request for a hardship transfer will be reviewed by the Office of Student Enrollment at the RSD / OPSB.
- The school representative will scan / email this hardship transfer request, along with all supporting documentation, to the Office of Student Enrollment at the following email address: enrollmentsupport@rsdla.net.
- A representative from the Office of Student Enrollment will contact the parent / guardian to notify them of the decision to approve / not approve the transfer request. If approved, a transfer will be facilitated over the phone and the parent /guardian will be directed to report to the new school to complete registration.



Office of Student Enrollment: Safety Hardship Transfer Request

Instructions

This form must be filled out a school official and must be accompanied by a completed Mid-Transfer Request Form and a completed School Occurrence Report (or other school documentation).

Student & Parent Contact Information

Student: _____ Date: _____
Parent /Guardian: _____ Relationship: _____
Phone Number: _____ Secondary Phone Number: _____
Current School _____

Summary of Investigation

Reason(s) for safety transfer request (provide specific detail): _____

Identify all individuals involved in the incident(s): S (suspect), V (victim), W (witness), or O (other): _____

Who conducted the investigation: _____

Who was interviewed? (Identify all individuals): _____

Please provide a summary of the results of the investigation below: _____

What disciplinary action was imposed on the students alleged to have committed the incident(s): _____

Was a conference held by the principal/designee? [] YES [] NO

What documentation do you have to support the request for a safety transfer?

- [] YES [] NO – Police Report (indicate complaint #, accident #): _____
- [] YES [] NO – School Occurrence Report (please attach)
- [] YES [] NO – Written Statements (please attach, if available)
- [] YES [] NO – Other (please describe/attach): _____

School Principal: After a thorough investigation, we believe that a safety transfer is warranted

Principal's Signature: _____

Next Steps

- This request for a hardship transfer will be reviewed by the Office of Student Enrollment at the RSD / OPSB.
- The school representative will scan / email this hardship transfer request, along with all supporting documentation, to the Office of Student Enrollment at the following email address: enrollmentsupport@rsdla.net.
- A representative from the Office of Student Enrollment will contact the parent / guardian to notify them of the decision to approve / not approve the transfer request. If approved, a transfer will be facilitated over the phone and the parent /guardian will be directed to report to the new school to complete registration.

Official Use Only:

Received By: _____ Date: _____
Outcome: _____ Date: _____



Office of Student Enrollment: Medical Hardship Transfer Request

Instructions

This form must be filled out by the parent/guardian requesting a Medical Hardship Transfer and must be accompanied by a completed Mid-Transfer Request Form and a letter signed by a doctor on the medical provider's letterhead stating the medical condition and the reason why the transfer is recommended.

Student & Parent Contact Information

Student: _____ Date: _____
 Parent /Guardian: _____ Relationship: _____
 Phone Number: _____ Secondary Phone Number: _____
 Current School _____

Medical Screening:

Does the student:	If yes, please describe condition:	
Experience severe allergic reactions that require immediate medications (e.g. epi-pen, glucagon)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have a medical diagnosis of a chronic health problem (e.g. diabetes, tuberculosis, ADD)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Receive medical treatments during or outside of school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Experience frequent absences due to illness or frequent hospitalization?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Receive ongoing medication at home or school for physical or emotional problems (e.g. seizures, asthma, depression)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Require adjustments of the school environment or schedule due to a health condition (e.g. seizures, limitation in physical activity, building modifications for access)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Require major safety considerations (e.g. special precautions in lifting, special techniques for feeding)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Require a special diet (e.g. blended, soft, low salt)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Require assistance with activities of daily living (e.g. eating)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Next Steps

- This request for a hardship transfer will be reviewed by the Office of Student Enrollment at the RSD / OPSB.
- The school representative will scan / email this hardship transfer request, along with all supporting documentation, to the Office of Student Enrollment at the following email address: enrollmentsupport@rsdla.net.
- A representative from the Office of Student Enrollment will contact the parent / guardian to notify them of the decision to approve / not approve the transfer request. If approved, a transfer will be facilitated over the phone and the parent /guardian will be directed to report to the new school to complete registration.

Official Use Only:

Received By: _____ Date: _____
 Outcome: _____ Date: _____



Office of Student Enrollment: Childcare Hardship Transfer Request

Instructions

This form must be filled out by the parent/guardian requesting a Childcare Hardship Transfer and submitted with a completed Mid-Year Transfer Request Form.

Student & Parent Contact Information

Student: _____ Date: _____

Parent /Guardian: _____ Relationship to Student: _____

Primary Phone Number: _____ Secondary Phone Number: _____

Current School: _____

Hardship Information

Please describe why your children's current school assignment causes a hardship for you and why this hardship was not addressed prior to October 1.

Next Steps

- This request for a hardship transfer will be reviewed by the Office of Student Enrollment at the RSD / OPSB.
- The school representative will scan / email this hardship transfer request, along with all supporting documentation, to the Office of Student Enrollment at the following email address: enrollmentsupport@rsdla.net.
- A representative from the Office of Student Enrollment will contact the parent / guardian to notify them of the decision to approve / not approve the transfer request. If approved, a transfer will be facilitated over the phone and the parent /guardian will be directed to report to the new school to complete registration.

Official Use Only:

Received By: _____ Date: _____

Outcome: _____ Date: _____



Office of Student Enrollment: Principal-to-Principal Transfer Request Form

Instructions

After October 1, this form can be used to request a transfer from one New Orleans Public School to another when the student in question does not meet the requirements for a Hardship Transfer. This form must be filled out by the school principal of both the sending and receiving school upon meeting with the parent / guardian requesting a transfer.

Student & Parent Contact Information

Student Name: _____ Date: _____

Parent /Guardian: _____ Relationship to Student: _____

Primary Phone Number: _____ Secondary Phone Number: _____

Signatures

Principal, Sending School

I affirm that I met with the parent / guardian of the above-named student, and the principal of the school to which the student will be transferred, to discuss this request to transfer. All parties agree with this request to transfer. I understand that until the transfer is complete, the student must continue to attend this school.

School Name: _____

Sending Principal Name
(printed): _____

Sending Principal Signature: _____

Principal, Receiving School

I affirm that I met with the parent / guardian of the above-named student, and the principal of the student's current school, to discuss this request to transfer. All parties agree with this request to transfer. I understand that until the transfer is complete, the student must continue to attend his / her current school.

School Name: _____

Receiving Principal Name
(printed): _____

Receiving Principal Signature: _____

Parent /Guardian

I understand that until this transfer is complete my child must continue to attend his / her current school. If my child does not attend school then he / she may be reported as truant. I also affirm that I have met with a representative at my child's current school and the receiving school, and agree to this transfer request for my child.

Parent /Guardian Signature: _____

Sending Principal Next Steps

- Scan / email this hardship transfer request, along with all supporting documentation, to enrollmentsupport@rsdla.net.
- A representative from the Office of Student Enrollment will contact the parent / guardian to discuss the request and facilitate the transfer. If the parent does not indicate agreement with the transfer, the request will be denied.
- It is your responsibility to ensure that the above-named student continues to attend school while the transfer request is being processed. It is your responsibility to report the child as truant if he / she fails to continue to attend school.

Official Use Only:

Received By: _____ Date: _____

Outcome: _____ Date: _____