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### Instructions

Families seeking to transfer their educational certificate should complete this form together with the **receiving** school.

- Students must have been awarded an educational certificate for the 2022-23 school year to qualify for a transfer.
- This form must be signed by the parent/guardian and a representative of the receiving transfer school.
- The receiving school should submit this form to the Louisiana Department of Education.
- Email the completed form to [studentscholarships@la.gov](mailto:studentscholarships@la.gov).

**Submission of this form is not a guarantee that a transfer will be approved.**

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### Student and Parent Information

StudentName: \_\_\_\_\_ StudentD.O.B: \_\_\_\_\_ 22-23 Grade: \_\_\_\_\_

Parent/GuardianName: \_\_\_\_\_ Parent/Guardian PrimaryPhone: \_\_\_\_\_

Parent/GuardianSecondary Phone: \_\_\_\_\_ Parent/GuardianEmail: \_\_\_\_\_

CurrentSchoolPlacement: \_\_\_\_\_

RequestedTransferSchool/SiteCode: \_\_\_\_\_ / \_\_\_\_\_

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### Reason for Transfer Request

- Location
- Health and Safety Concerns *(Please briefly explain in the box below.)*
- Other *(Please briefly explain in the box below.)*

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### Signatures

#### Parent/Guardian

*I understand that transfers are not guaranteed but will be considered on a case-by-case basis. The information I have provided above is accurate, and I will supply additional documentation as requested.*

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Receiving School Representative:

*I understand that transfers are not guaranteed but will be considered on a case-by-case basis. I acknowledge that I have a seat for this student in the grade level listed above and will enroll him/her.*

School Representative Name: \_\_\_\_\_

School Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_