

CADDO PARISH PUBLIC SCHOOLS

Attendance & Census Department


P. O. Box 32000 • Shreveport, Louisiana 71130-2000

(318) 603-6303 Office • (318) 424-8187 FAX

MEMORANDUM

DATE: February 11, 2020

TO: Principals

FROM: Nathaniel Adams, Director 

RE: **2020-2021 Transfer Information**

Please inform your staff and parent/legal guardians that **Hardship, Minority to Majority and Medical transfer applications** for the 2020-2021 school year will be available online beginning March 3, 2020 thru April 15, 2020 and must be submitted electronically using the Online Registration System (ORS). The Online Registration System will date and time stamp each submitted request.

In order to ensure staff and parent/legal guardians are informed of the transfer process, please place the information provided on your school website, in your PTSA and/or school newsletter, on JCALL messages and post on your school bulletin and message boards. Attached is the list of schools approved for M-to-M transfers for the 2020-2021 school year along with instructions for using the online registration process. Hardship transfers can be requested for any Caddo School (excluding Magnet schools and Magnet or Pre-K programs and Out of Parish Residents).

IMPORTANT NOTES:

- Students who received an approved hardship or medical transfer during the 2019-2020 school year **must** reapply for the 2020-2021 school year by the April 15, 2020 deadline.
- In accordance with CPSB policy, transportation is not provided for students on an approved hardship or medical transfer.
- The Attendance Office will open during normal business hours (8:00 a.m. to 4:30 p.m.) to render assistance as needed for submission of online transfer requests.
- All Caddo Parish Public Schools Qualify to request Hardship or Medical Transfers.
(Exceptions are Magnet Schools and Magnet or Pre-K programs, and Out of Parish residents)

For additional information or questions, please contact Lovie Johnson at 603-6305 or via email at ldjohnson@caddoschools.org.

Cc: James Woolfolk, Chief Operations Officer
Keith Burton, Chief Academic Officer
Dr. Shelia Lockett, Department of Exceptional Children
Jeff Roberts, Transportation Director
Academic Directors
Supervisors of Child Welfare and Attendance
Assistant Principals, School Registrars, and Counselors

Caddo Parish Public Schools
PUBLIC NOTICE *for* TRANSFER REQUESTS
Employees / Parents / Legal Guardians
March 3, 2020 - April 15, 2020

MAJORITY TO MINORITY TRANSFERS

Provisions are made by the Caddo Parish School Board for students to transfer from a school in which they are a part of the majority race to a school where they would be a part of the minority race. Limited transportation will be provided for a student who is transferred under the provisions of the **Majority to Minority (M to M)** policy to a school nearest the student's home district school attendance area.

2020 – 2021 Schools that Qualify for Majority to Minority Transfers

ELEMENTARY SCHOOLS

Blanchard Mooringsport Riverside A.C. Steere Jack P. Timmons

MIDDLE SCHOOL

Donnie Bickham

HIGH SCHOOLS

North Caddo Northwood

HARDSHIP and MEDICAL TRANSFERS

- Must be renewed during the open transfer application period of **March 3, 2020 thru April 15, 2020.**
- Hardship / Medical Transfer requests are accepted to most Caddo Schools with the following exceptions:

Magnet schools / Magnet or Pre-K programs

(No Transportation provided for approved Hardship or Medical transfers per CPSB Policy)

HOW TO APPLY:

Instructions ONLY will be posted online on the Caddo Parish Public Schools

Website: www.caddoschools.org beginning February 25, 2020

IMPORTANT:

- The following criteria will determine approval or denial of a transfer request: space availability at the requested school, date & time of submission, final grades, discipline & attendance.
- Students who received an approved hardship or medical transfer during the 2019-2020 school year **must** re-apply for the 2020-2021 school year during the open transfer application period.
- Transfer requests are accepted online ONLY. The Online Registration System (ORS) will date and time stamp each submitted request. ***PRIOR YEAR FORMS ARE OBSOLETE-NOTARY IS NO LONGER REQUIRED.*** *Transfer requests submitted on paper, hand delivered, mailed, faxed, emailed, batched or gray boxed will result in a denied application.*
- Attendance Office staff will be available to assist Caddo Parish Residents - parents/legal guardians/ employees with ORS transfer applications **March 3, 2020 thru April 15, 2020.**

Office of Child Welfare and Attendance

Caddo Parish Student Services Center

1638 Murphy Street (formerly Central Elementary) Shreveport, Louisiana 71103

8:00 a.m. thru 4:30 p.m. Monday thru Friday

Please call 318-603-6305 for additional information or questions regarding **Out of Parish Transfer requests**