

# CADDO PARISH PUBLIC SCHOOLS

## Attendance & Census Department

P. O. Box 32000 • Shreveport, Louisiana 71130-2000  
(318) 603-6307 Office • (318) 424-8187 FAX

### MEMORANDUM

**DATE:** January 18, 2018

**TO:** Keith Burton, Chief Academic Officer  
James Woolfolk, Chief Operations Officer  
Dr. Shelia Lockett, Director Department of Exceptional Children  
Mr. Otis Jones, Director of Transportation  
Academic Directors  
Principals

**FROM:** Larry Anderson   
Director

**RE:** **2018-2019 Transfer Information**

Please inform your staff, parents, and guardians, that Transfer applications and forms will be available beginning Monday, March 12, 2018 thru April 16, 2018 online with our district website [www.caddoschools.org](http://www.caddoschools.org) or in person at the Attendance Office located at the Student Services Center 1638 Murphy St. (formerly Central Elementary) Shreveport, LA 71103. Completed applications must be returned **in person** to the Attendance Office (with all required documentation) beginning **6:00am on Monday, March 19, 2018**. Please include this information on your school website, in your PTSA and/or school newsletter, on JCALL messages and on your school bulletin and message boards. Attached to this memorandum is the list of schools approved for M-to-M transfers for the 2018-2019 school year.

### IMPORTANT REMINDER:

CPSB staff that have received an approved hardship, medical, employee privilege, or out of parish transfer for the 2017-2018 school years should receive a copy of this notice to remind them that their transfer will expire on May 17, 2018 and must be requested for renewal by the deadline of April 16, 2018 (no exceptions). If the transfer request is not submitted by the deadline, the student will be returned to their home District school (no exceptions). Further note, **No transportation is provided** for students on an approved hardship, medical or out of parish transfer.

If you have any questions or need additional information, please call my secretary, Mrs. Johnson at 603-6305 or email her at [ldjohnson@caddoschools.org](mailto:ldjohnson@caddoschools.org).

Cc: Supervisors of Child Welfare and Attendance  
School Registrars, Counselors and Assistant Principals  
Attachment

**2018 - 2019**  
**Schools That Qualify for Majority to Minority Transfer**  
**Consideration**

**ELEMENTARY SCHOOLS**

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

**MIDDLE SCHOOL**

Donnie Bickham

**HIGH SCHOOLS**

Northwood  
North Caddo

**NOTE:**

The Attendance office will open early Monday, March 19, 2018 at 6:00a.m. (*One day only*) for the community and Caddo Parish Schools staff to submit their completed applications.

Transfer requests will NOT be considered for placement if submitted via graybox, fax, or e-mail.