

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: March 4, 2019
TO: Principals
FROM: Nathaniel Adams, Director
RE: **2019-2020 Transfer Information**

Please inform your staff, parent/legal guardians that **Hardship, Minority to Majority and Medical transfer applications** for the 2019-2020 school year must be submitted electronically via the district website using the Online Registration System (ORS) beginning midnight on Tuesday, March 19, 2019 and closing at 11:59p.m. April 15, 2019.

In order to ensure parent/legal guardians and staff 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 on your school bulletin and message boards. Attached is the list of schools approved for M-to-M transfers for the 2019-2020 school year along with instructions for using the online registration process. Hardship transfers can be requested for any Caddo School (excluding Magnet schools/Magnet programs, Pre-K placement, out of parish or Special Education placement).

IMPORTANT NOTES:

- Students who received an approved hardship or medical transfer during the 2018-2019 school year **must** reapply for the 2019-2020 school year by the April 15, 2019 deadline.
- **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 computer assistance as needed for submission of online transfer requests.
- The ORS will date and time stamp each submitted request. **PRIOR YEAR FORMS ARE OBSOLETE and NOTARY IS NO LONGER REQUIRED.** *Paper transfer requests submitted via hand delivery, mail, fax, email, batch or gray box will result in a denied application.*

For questions or additional information, 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
Virgin Rachal, Transportation
Academic Directors
Supervisors of Child Welfare and Attendance
Assistant Principals, School Registrars, and Counselors

2019 - 2020

Schools That Qualify for Majority to Minority Transfers

ELEMENTARY SCHOOLS

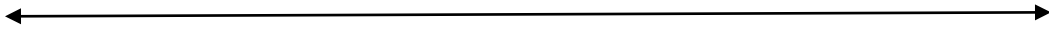
Blanchard
Mooringsport
Riverside
A. C. Steere
Jack P. Timmons

MIDDLE SCHOOLS

Donnie Bickham

HIGH SCHOOLS

Northwood
North Caddo



All Caddo Parish Public Schools

Qualify for Hardship or Medical Transfers

(Exceptions are Magnet Schools/Magnet Programs, Pre-K placement, Out of Parish, and Special Education)