

**VERMILION PARISH SCHOOL BOARD
SCHOOL TRANSFER REQUEST FORM
(2023-2024)**

The attendance zone policy requires students to attend school in their prescribed zone. Exceptions will only be made for extreme cases.

- Permission to transfer may be denied based on overcrowding at the schools and/or grade level at the requested school.
- Transfers may be revoked at any time during the year if the state wide, compulsory attendance policy is not met.
- Transfers may also be revoked based on reoccurring disciplinary occurrences.

School transfer forms must be signed by the Principal of the school in which you are requesting to transfer to before it can be processed. *Please note, the Principal's signature only acknowledges reception, not agreement. **It will not be processed without this signature.*** If you reside out of parish, please contact the school board in the parish where you reside to complete the necessary documentation pertaining to the transfer. The transfer request must be renewed every school year. If approved, transportation is the responsibility of the parent and/or guardian.

**The deadline for VP employee student transfers is March 28, 2023.
The deadline for non-VP employee student transfers is June 5, 2023.**

Student/Parent/School Information

PRINT PLEASE

Name of Student	Grade for 2023-24	Date of Birth	Sex	Race
Name of Parent/Guardian	Parent/Guardian Physical Address		Telephone Number	

Transfer From:

Transfer To:

School Assigned for the 2023-2024 school year (Where your child should attend school according to zone lines)	School Requesting for the 2023-2024 school year (Where you are requesting your child be transferred to)
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Transfer Request Reason

Please check the reason for this transfer request. If you have any supporting documentation regarding this request, please attach a copy with this form.

Extreme case involving medical/psychological problems (Please enclose a letter from the **doctor** on letterhead and attach to this form.)

Special Circumstances - (Please provided detailed written explanation and attach.)

Grey Zone

VPSB Employee (School or Department) _____

Parent and/or Guardian Signature	Date	Principal's Signature of School Requested	Date
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Submitting the Transfer Request

All information shall be completed, signed with appropriate documentation prior to sending the completed documentation to:
Vermilion Parish School Board

Post Office Drawer 520
Abbeville, La 70510

Attention: Child Welfare and Attendance Department

Transfer Request Decision

(This section is for office use only)

Approved _____ Disapproved _____ Date _____

Child Welfare & Attendance Supervisor

Superintendent