
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 current 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.

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

Student and Parent Information

Student Name: _____ Student Date of Birth: _____ Grade: _____

Parent/Guardian Name: _____ Parent/ GuardianEmail: _____

Parent/Guardian Primary Phone: _____

Parent/Guardian Secondary Phone: _____

Current School Placement: _____

Requested Transfer School: _____ Site Code: _____

Reason for Transfer Request

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

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: _____