

ST. JAMES PARISH PUBLIC SCHOOL SYSTEM PROVISIONAL CUSTODY TRANSFER REQUEST INFORMATION

1. Check your local paper and the St. James Parish School District's website for deadline for parents/legal guardians to request student transfers from one school to another for the subsequent school year.
2. LRS 9:951-954 in no way limits the authority of the school board to establish rules and regulations pertaining to the determination of student residency for school attendance and school transportation services.
3. All students granted transfers to schools to which bus routes are not established shall be transported via personal transportation; that is, the parent/guardian assumes responsibility for getting the student to and from school daily.
4. Provisional Educational Custody means that the grantee has all rights and privileges relative to the child's education. Parents will not be able to receive report cards, progress reports, telephone calls, be vocal in conferences, PTO/PTA meetings, and will not receive any communication from the school which the child attends. All correspondence will be sent to the person having Provisional Educational Custody.
5. **Persons seeking provisional custody must submit paperwork to personnel at the school site they wish to attend.**
6. **Only persons residing within the parish can request provisional educational custody.**
7. **Persons residing outside parish must provide legal custody to person within the parish.** Only legal documents signed by an attorney shall be accepted. Papers signed by a notary are not acceptable.
8. The student may be reassigned back to his/her legal residence school, based upon Principal recommendation and Superintendent/Designee endorsement, for reasons including but not limited to discipline, attendance, or academics.
9. **Application must be renewed yearly in order for your child/children to remain at the school to which transfer is requested. Failure to renew will result I your child/children begin transferred back to his/her originally assigned school.**
10. Application packets are available at the School Board Office, 1876 W. Main St., Litcher, on the School System website, or at the school site, and must be received at the School Board Office no later than the deadline in the local paper or website.
11. Strict adherence to guidelines will be enforced. Only critical situations or circumstances beyond the control of parents/guardians will be considered after the deadline.
12. Parents/Guardians may call 225-258-4519.