

# Richland Parish Open Enrollment Window

**April 15 – May 24, 2019**

Open Enrollment applications will be available on April 15, 2019 on the Richland Parish website - <http://richland.k12.la.us>, at the Richland Parish School Board Central office and all Richland Parish Schools.

Completed applications for transfer under open enrollment **MUST** be turned in to the Richland Parish School Board at 411 Foster Street, Rayville, LA 71269 (Schools will not accept open enrollment applications)

Completed applications can be received in person or in the mail. (Receipts will be issued for those applying in person – those through the mail need to verify our receipt of application)

Applications will be date and time stamped – After conditions of RPSB Policy File JBCC Student Assignment have been met, seats will be granted on a first come/first serve basis.

No applications will be accepted after 4:00 PM on May 24, 2019.

Notification of approval/denial of transfer should occur within 3 business days of receipt of the application.

As per RPSB policy JBCC Student assignment the student and/or his/her parent/legal guardian/custodian shall be responsible for transportation to and from the schools within the receiving zone

Transfer requests and approvals are for academic purposes ONLY. LHSAA determines athletic eligibility status for all student athletes. For more information, contact your school's athletic director prior to Richland Parish School Board approval of transfer.

For more information on Open Enrollment, contact Robyne Crow at the Richland Parish School Board – 728-5964 ext. 279

If mailing application(s), use the address below. Please call to verify that we have received your application.

Richland Parish School Board  
P.O. Box 599  
411 Foster Street  
Rayville, LA 71269

*Excerpt from RPSB Policy File JBCC Student Assignment*

#### OPEN ENROLLMENT TRANSFER

A student who desires to attend a school outside of his/her zone of residency may apply for a transfer to another grade-appropriate school in another zone, which transfer will be granted with the following conditions:

- A. The student and/or his/her parent/legal guardian/custodian shall be responsible for transportation to and from the schools within the receiving zone;
- B. The student's application is received on or before the deadline set by the Superintendent;
- C. Capacity is available within the grade-level at the receiving school;
- D. The receiving school zone will be the student's home school zone for all purposes;
- E. The transferred student shall continue to be enrolled in the grade appropriate school in the receiving zone until and if a transfer back to the zone of residency is approved;
- F. No transfer from the receiving school back to the zone of residency shall be available except for a subsequent school year, which application must meet the deadline requirement;
- G. A student who is newly enrolled to a school will be eligible to access a transfer for the subsequent school year;
- H. A student granted a transfer remains subject to the rules and regulations of the Louisiana High School Athletic Association; and
- I. The transfer must not violate but must be in compliance with any placement or other requirement of a student's *Individualized Education Plan* or *Section 504 Plan*.

The Superintendent shall develop an administrative procedure which provides for the efficient, effective, and equitable implementation of this transfer policy. Open enrollment transfers will be accessed on a first come, first served basis.

The window for submission of Open Enrollment transfer applications will be from April 15, 2019 until May 24, 2019. No applications will be accepted after May 24, 2019.

For full version of Richland Parish School Board Policy File: JBCC Student Assignment visit the Richland Parish School Board website at <http://richland.k12.la.us>