
Date

Mr. Sheldon Jones
Superintendent
Richland Parish School Board
P.O. Box 599
Rayville, LA. 71269

Dear Mr. Jones:

Please accept this letter as my request for _____, who is of the _____ race to transfer from the _____ school attendance zone where this race is in the majority, to the _____ school attendance zone where this race is in the minority. My child is a student in _____ grade. I verify that my child is currently enrolled in the Richland Parish School System. I understand that transportation will be provided. **I understand that I can access a majority to minority transfer by submitting this form letter at least 24 hours prior to the regular session board meetings for May, June, and July only.***

After school tutoring, remediation, and an enrichment program (21st Century Community Learning Centers) that your child may be eligible to attend will be available at the following schools: Delhi Elementary School, Delhi Middle School, Rayville Elementary School, and Rayville Junior High School. This program is free to families and free transportation is provided for your child.

I am aware that the Richland Parish School Board recommends parents of Kindergarten transfer students bring their child to school for the first full week of the school year. I am also aware that this is a measure to avoid miscommunications concerning transportation and will help to ensure that children are accounted for at all times.

Sincerely,

Signature

Printed Name

911 Address

City, State, Zip

Phone Number 1

Phone Number 2

* During an academic school year, any student accessing a majority to minority transfer may request a return transfer to his or her home school prior to completion of the fall semester. Return transfer requests made after completion of the fall semester will be denied. Only one return transfer per student will be allowed during an academic school year.

Revised April 13, 2016