

Categories	Description	Required Documentation	Who Provides Documentation	NOT Accepted Documentation	Optional Documentation
<b>Change of Circumstance: Student Residence Change</b>	Student has moved to a different residence. The distance from home to school is at least two miles further away at the new residence than the prior residence.	Proof of new residency in the form of a bill from a company that shows your address (such as light bill, water bill, mortgage/lease, property taxes)	Family	Personal letters or correspondence from individuals will not be accepted.  Bills that are not tied to the residence such as car insurance.	Google Maps route (distance and travel time) from prior and current residence to school at the time of the school commute.
<b>Change of Circumstance: Student Custody Change</b>	Student is in the custody of a different parent/guardian and is unable to continue attending current school due to the change.	Court-issued documentation signed by a judge that shows temporary or permanent custody order.	Family	Notarized letters confirming custody.	
<b>Change of Circumstance: Caregiver Change</b>	Student's caregiver has experienced a change in circumstances that impacts the student's transportation or childcare, and the student is unable to continue attending current school.	Documentation showing change in childcare. Documentation options vary widely based on the circumstances. Examples could include a paystub from a new job or a record of a change in an older sibling's enrollment.	Family		
<b>Change of Circumstance: Transportation Change</b>	Transportation to/from school provided by the school, or family has changed or is no longer available, preventing the student from regularly attending school.	Documentation showing the change in transportation or proof that bus ride is more than 90 minutes, one-way. If a change in school bus routes/availability, include the old bus route information and new bus route information.	Family and/or School		

Categories	Description	Required Documentation	Who Provides Documentation	NOT Accepted Documentation	Optional Documentation
<b>Health: Physical Health</b>	Student has a documented physical health need that is adversely affected by enrollment at current school.	Documentation from a doctor stating that the current school placement is adversely affecting the student's physical health.	Family and/or School		
<b>Health: Mental Health</b>	Student has a documented mental health need that is adversely affected by enrollment at current school.	Documentation from a psychiatrist or psychologist stating that the current school placement is adversely affecting the student's mental health.	Family and/or School		
<b>Safety: Physical Safety – On Campus</b>	Student is in physical danger due to documented on-campus issues with one or more students at current school. The family, school, and student all agree that a transfer would be in the student's best interest. The student should have a conversation with the school social worker or counselor to express an honest opinion. Efforts to resolve the issue at the school level have been put in place but there has been little to no progress.	Documentation of threats or physical harm in the form of school incident reports, videos, texts, and/or social media posts.	School required; Family may provide additional information		Police report or item number, restraining order

Categories	Description	Required Documentation	Who Provides Documentation	NOT Accepted Documentation	Optional Documentation
<b>Safety: Physical Safety – Off Campus</b>	Student is in physical danger due to documented off-campus issues with one or more individuals. The family, school, and student all agree that a transfer would be in the student’s best interest. The student should have a conversation with the school social worker or counselor to express an honest opinion. Efforts to resolve the issue at the school level have been put in place but there has been little to no progress.	Documentation of threats or physical harm in the form of school incident reports, videos, texts, and/or social media posts.	Family required; School may provide additional information		Police report or item number, restraining order
<b>Other</b>	If your situation doesn’t fit into any of these categories, please choose other and explain, in detail, the reason for requesting the transfer	Based on request, NOLA-PS staff will determine what documentation is required. All requests will require documentation.	Family and/or School		