

## STUDENT SPECIAL ASSIGNMENTS

Special Assignments for regular education students to attend a school out of their designated school zone will be granted only under the following guidelines:

- 1) Through the majority-minority ruling of the court order. (A student attending school in which he is in the majority race may request special assignment to a school when he will be in the minority race.) This applies for students in grades K-8. In the event there is more than one high school in Morehouse Parish, it will apply for students in grades K-12. All students attending a school through the majority - minority special assignment shall be provided school bus transportation upon request and without cost to the student.
- 2) School board employees who reside in Morehouse Parish may request a special assignment for their child to attend the school where they work, only, and if a school board employee resides outside of Morehouse Parish and is granted permission by the district in which the employee resides to enroll the employee's student in the Morehouse Parish School District, that child will be assigned to the school where the employee works if the school can accommodate the grade in which the child is enrolled; otherwise, the child shall attend Bastrop High School if high school age or a junior high school that is the junior high school from which students at the employee's work site would normally attend and if the employee who resides outside of the district is employed and for the first year has a student that would be assigned to a junior high school and the employee does not work at a junior high school, the employee would have his/her child assigned to the junior high school

closest to the school at which the employee works.

- 3) If overcrowding results from a school employee's child's special assignment, then the special assignment student will have to be moved.
- 4) Special assignment transfers based upon the majority to minority transfer program shall always have priority over all other transfers and special assignment requests.
- 5) Special Needs Assignments must be noted on the student's IEP/IAP.

With the exception of a student who moves into Morehouse Parish after the second week of school, the deadline for making an application for a special assignment shall be May 10<sup>th</sup> prior to the school year for which request is being made. Any student who receives a special assignment shall remain at the school to which he/she is assigned through the end of the school year except in cases of extenuating circumstances for which any change in the student's assignment must be approved by the Superintendent of Schools.

Children of Board members, central office employees, and other District employees who do not work at a specific school, shall not be allowed to have their children assigned to a school outside their zone of residence, unless the assignment involves a matter of health or safety, a Majority to Minority transfer, attendance in the Magnet Program, or is required to accommodate a special education need.

Under exceptional circumstances unique to an individual student's case, a student's parent or legal guardian may request a special assignment for health reasons if supported by a written and signed statement from a physician licensed in the State of Louisiana. In unique circumstances approved in writing by the Superintendent of Schools, the Supervisor of Child Welfare & Attendance and the principals of both schools involved, a student may receive a special assignment for safety reasons.

NEW \_\_\_\_\_ RENEWAL \_\_\_\_\_

Supervisor Of Child Welfare and Attendance  
Morehouse Parish School Board  
4099 Naff Street  
Bastrop, Louisiana 71220  
Phone: 283-3474

Dear Sir:

I am requesting special assignment for my child(ren) for the \_\_\_\_\_ school year for the following reason:

\_\_\_\_\_ Majority/Minority Transfer - a student attending school in which he/she is in the majority race may request special assignment to a school where he/she will be in the minority race. (School bus transportation will be provided if desired and without cost to the student).

\_\_\_\_\_ School Board Employee Policy  
(I am a school board employee; I work at \_\_\_\_\_ School.

\_\_\_\_\_ Special Needs Assignments as noted on IEP/IAP (School bus transportation will be provided if desired and without cost to the student).

\_\_\_\_\_ Other - State reason: \_\_\_\_\_

We reside in \_\_\_\_\_ school district.  
(Name of School)

I wish for my child(ren) to attend school at \_\_\_\_\_ School.

Student's Name	Grade	Race	Student's Name	Grade	Race
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Parent's Name \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

Residence Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

SPECIAL ASSIGNMENT TRANSFERS BASED UPON THE MAJORITY TO MINORITY TRANSFER PROGRAM SHALL ALWAYS HAVE PRIORITY OVER ALL OTHER TRANSFERS AND SPECIAL ASSIGNMENT REQUESTS. ANY STUDENT WHO RECEIVED A SPECIAL ASSIGNMENT SHALL REMAIN AT THE SCHOOL TO WHICH HE/SHE IS ASSIGNED THROUGH THE END OF THE SCHOOL YEAR EXCEPT IN CASES OF EXTENUATING CIRCUMSTANCES FOR WHICH ANY CHANGE IN THE STUDENT'S ASSIGNMENT MUST BE APPROVED BY THE SUPERINTENDENT OF SCHOOLS.

Parent's Signature \_\_\_\_\_

\_\_\_\_\_ FOR OFFICE USE ONLY \_\_\_\_\_  
APPROVED \_\_\_\_\_ NOT APPROVE \_\_\_\_\_ REASON \_\_\_\_\_

Supervisor of Child Welfare & Attendance \_\_\_\_\_

Date \_\_\_\_\_