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ROBERT H. SHEMPELL, CLERK
WESTERN DISTRICT OF LOUISIANA
SHREVEPORT, LOUISIANA

IN THE UNITED STATES DISTRICT COURT FOR THE
WESTERN DISTRICT OF LOUISIANA
SHREVEPORT DIVISION

U.S. DISTRICT COURT
WESTERN DISTRICT OF LOUISIANA
FILED

AUG 11 2003

UNITED STATES OF AMERICA,)
)
Plaintiff,)
)
v.)
)
WEST CARROLL PARISH SCHOOL BOARD,)
)
Defendants.)

COPY

ROBERT H. SHEMPELL, CLERK
BY *[Signature]* DEPUTY

C.A. No. 14428
(Judge James)

**AGREED MODIFICATIONS TO THE RESIDENCY VERIFICATION
AND TRANSFER PROVISIONS OF THE 1991 CONSENT ORDER**

On February 10, 1969, the United States filed suit against the West Carroll Parish School Board, claiming that the Board operated a racially dual system of public education that violated the Equal Protection Clause of the Fourteenth Amendment to the United States Constitution and Title IV of the Civil Rights Act of 1964, 42 U.S.C. § 2000c et seq. The Court entered an order on July 31, 1969, enjoining the defendants from, inter alia, assigning students to school on the basis of race and requiring the defendants to file a desegregation plan. The Court's August 4, 1970 order modified the July 31, 1969 order by adding provisions regarding majority to minority transfers, attendance outside the system of residence, school construction, and the desegregation of faculty and staff, as well as classroom, non-classroom, and extracurricular activities.

In 1989, the United States conducted informal discovery and a visit of the Board's schools in response to complaints alleging that the district was not complying with this Court's 1970 order. The parties entered into negotiations to address the United States's belief that the Board was violating this Court's orders by, inter alia, allowing students to attend schools outside of their assigned zones and by allowing students who reside in Arkansas to attend the Board's

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schools. The Board denied the validity of such complaints but agreed to participate in negotiations with the United States to address the stated concerns. The parties reached an agreement and submitted a consent order, governing residency verification and transfers among other areas, which this Court approved on April 29, 1991.

In 2001, the United States received complaints that the district was allowing students residing in Arkansas to attend West Carroll Parish schools, specifically Kilbourne High School. The United States initiated informal discovery and visited the schools to assess the Board's compliance with its federal court obligations. Based on its review, the United States believes that the Board has failed to comply with its court obligations by allowing students to attend schools outside of their assigned zones and by allowing students who reside in Arkansas to attend the Board's schools. The Board denies that it has failed to comply with such court obligations.

The United States and the West Carroll Parish School Board have engaged in good faith negotiations to resolve their differences. As indicated by the signatures of their counsel below, the United States and the West Carroll Parish School Board have agreed to the terms of these Agreed Modifications to the Residency Verification and Transfer Provisions of the 1991 Consent Order, which strengthen the residency verification and transfer provisions of the 1991 Order.

After reviewing its terms, this Court finds that the agreement of the parties contained in these Agreed Modifications to the Residency Verification and Transfer Provisions of the 1991 Consent Order satisfy the requirements of federal law.

I. Student Desegregation

A. Attendance Zones and Transfers

1. Beginning in the 2003-04 school year and continuing thereafter, all students seeking to

enroll or to continue enrollment in the West Carroll Parish School District ("District") will be required to attend the school located within the zone where the student resides. To ensure that students attend the appropriate school located in the attendance zone where the student resides, the West Carroll Parish School Board ("Board"), through its three (3) person committee composed of the Superintendent, the Supervisor of Child Welfare and Attendance, and the Supervisor of Transportation ("the Committee") and the District's principals, will verify the residency of each student pursuant to the procedures set forth below.

2. Beginning in the 2003-04 school year, each student seeking to enroll or to continue enrollment in a West Carroll Parish school must submit a completed residency form. Beginning in 2004-05 school year and continuing thereafter, (a) each student enrolling in a West Carroll Parish school for the first time, (b) each student enrolling in a different West Carroll Parish school (except those who change schools within their assigned zone by reason of matriculation only), and (c) each student continuing enrollment in or matriculating to any West Carroll Parish school whose address has changed must submit a completed residency form. When a Board or other school official is notified of an address change, such official will notify the student's parent, legal guardian, foster care parent, or non-parent (as defined in paragraph I(A)(4)(c)(1) below) that a new completed residency form must be submitted within twenty (20) days. In the 2004-05 school year, each student seeking to enroll or to continue enrollment in Kilbourne High School must submit a completed residency form. The attached residency forms and the attached residency and transfer notice will be used and may be modified only with the consent of the plaintiff or the Court.

3. Beginning in the 2003-04 school year and continuing thereafter, the residency form

will require parents, legal guardians, foster care parents, and non-parents to certify under oath that the address on the form is the student's primary residence, i.e., where the student spends weekdays and weeknights (Monday through Thursday nights) and at least the majority of nights each month. Forms submitted by students moving into the District from Arkansas (whether the fact that the student lived or attended school in Arkansas is disclosed on a registration form, other school form, or in the student's school records), will be forwarded to the Committee (which has the sole authority to approve them), and the Committee must send a school official to make an unscheduled physical visit to the address listed as the primary residence on such forms. The official must submit to the Committee a signed and notarized statement reporting the date, time, location, and findings of the visit, including the name of any persons present at the address. Only visits made while the student(s) or his/her parent(s), legal guardian(s), or foster care parent(s) is present at the address will verify residency. Visits to non-parent residencies must comply with paragraph I(A)(4)(c)(3) below. If residency is not verified by the second visit, the Committee will notify the person who completed the residency form that the student will be denied enrollment to or withdrawn from the school if residency is not verified within ten (10) days.

4. In addition to completing the attached residency forms, students seeking enrollment in the West Carroll Parish School District will comply with the following procedures:

a. Students living with a parent, legal guardian, or foster care parent

The parent, legal guardian, or foster care parent of a student must provide the school with at least two (2) of the items enumerated (1) through (5) below as verification of their address, except that any document with a post office box as an address will not be accepted:

1. Property tax records that indicate the location of the homestead;
2. Mortgage documents or a property deed;

3. Apartment or home lease, or rent receipt indicating the current 911 address, the date and amount of the rent payment, and the persons who made and received the rent payment. If a rent receipt is submitted, the next month's rent receipt, including the required information, must be submitted within thirty (30) days.
4. Current utility bill showing the current 911 address, and if a utility application is submitted, a current bill must be submitted within thirty (30) days of the application's submission; and
5. Voter precinct identification indicating the current 911 address.

b. Students living with a legal guardian or foster care parent

In addition to providing two (2) of the five (5) items from paragraph I(A)(4)(a) above, the legal guardian or foster care parent of a student must provide a court decree declaring the District resident to be the legal guardian or the foster care parent of the student.

c. Students living with adults other than parents, legal guardians, or foster care parents

1. The adult other than a parent, legal guardian, or foster care parent ("the non-parent") claiming residency in the West Carroll Parish District must meet the criteria of paragraph I(A)(4)(a) above required of a parent, legal guardian, or foster care parent.

2. The non-parent also must provide the admitting school with a signed, dated, notarized affidavit stating his/her relationship to the student and that the student will be living in his/her home for a period of time encompassing the entire upcoming school year, and fully explaining the reasons for this arrangement. Changing school attendance zones or school district preference will not be a justifiable reason for such a living arrangement. Situations such as an unavoidable or emergency situation or family condition, such as a broken home, abused children, or extreme poverty, may, for example, be acceptable reasons for a student to reside with an adult other than a parent, legal guardian, or foster parent, if specifically approved by the admitting principal. The principal will make a good faith inquiry into the merits of the reason(s) to determine if they are "justifiable" and will require supporting documentation from the non-parent

to the extent it is available (e.g., a copy of a police report or court order in domestic abuse cases). If the principal does not find the reason(s) to be justifiable, the principal will notify the Committee, and the Committee will notify the non-parent that the student is being denied enrollment at that school or withdrawn from that school pursuant to this Order.

3. If the principal finds the reason(s) to be justifiable, the principal or a designated school official will make a physical visit within twenty (20) days of the student's enrollment to the address which the student has represented as his/her home for the upcoming year. To verify that the student is actually living with the non-parent in the desired school attendance zone, the student or the student's parent must be present at the non-parent's address at the time of the visit. The principal or official must complete a signed and notarized statement reporting the date, time, location, and findings of the visit, including the name of any persons present at the address. If residency is not verified by the second visit, the principal will notify the Committee, and the Committee will notify the person who completed the residency form that the student will be denied enrollment or withdrawn if residency is not verified within ten (10) days. Non-parents must comply with all of the procedures set forth in paragraph I(A)(4)(c) each school year. The admitting principal or a designated school official must physically visit each non-parent's address each school year and must verify the student's residency at the non-parent's address pursuant to the terms of this Order before the principal may approve the student's enrollment for that school year.

5. Out-of-Zone, Out-of-District, and Out-of-State Transfers

a. Any student seeking an out-of-zone transfer with the West Carroll Parish School District must complete a transfer form. The attached transfer form and attached residency and

transfer notice will be used and may be modified only with the consent of the plaintiff or the Court. Beginning in the 2003-04 school year and continuing thereafter, transfer forms will require parents, legal guardians, foster care parents, and non-parents (i) to check one (1) of the six (6) compelling circumstances listed in paragraph I(A)(5)(c) or the majority-to-minority ("M to M") transfer option, all of which qualify for an out-of-zone transfer pursuant to this Order; (ii) to attach a signed, dated, and notarized affidavit explaining the reason for the transfer request; and (iii) to include any necessary supporting documentation listed in this Order and/or the transfer forms.

b. Unless one (1) of the six (6) compelling circumstances listed below applies to a student's situation, no out-of-zone transfers will be approved by the Committee unless the Committee has analyzed the effect of such transfer on the school to which the student is assigned ("the sending school") and the school that the student seeks to attend ("the receiving school"), and has determined that the proposed transfer does not impede desegregation in either the sending or receiving school. If the proposed transfer would reduce desegregation in either the sending or receiving school, then the Committee must deny the transfer request unless one (1) of the six (6) compelling circumstances outlined below applies. The Committee will permit majority-to-minority (M-to-M) transfers pursuant to the terms in paragraph I(A)(6)(1-4) below.

c. Beginning in the 2003-04 school year and continuing thereafter, compelling circumstances for out-of-zone transfers will include one of the following reasons:

1. Specialized academic, vocational, or special education curriculum is not offered in the student's school of residence. Documentation must include a letter from the Superintendent of West Carroll Parish School District verifying the unavailability of the specific curriculum in the school of residence;

2. The health of the student is in jeopardy. Documentation must include signed, dated letters from two (2) non-associated medical doctors (M.D.s), certifying the student's health condition and fully explaining why attendance at the requested school is better for the student's condition than attendance at the assigned school. One doctor must specialize in treatment of the condition used as the reason for the transfer request;
3. The safety of the student is in jeopardy. Documentation must include a letter from the Superintendent of the West Carroll Parish School District, and a letter from the sending principal outlining the potential harm to the student;
4. The child/children of full-time faculty and administrators of the School District, who are verified as actually living with said employee as required by the residency provisions above, may attend the school where the parent works, or, if that grade level is not offered at the parent's school, the school closest to the parent's place of employment. Documentation must include a letter from the West Carroll Parish School District stating the school assignment. The name and race of all such children and teachers, as well as the grades and schools for such children, will be reported in each request; and
5. Childcare needs may qualify for a transfer only if (i) the parents/guardians cannot provide care due to their work hours or can provide care only at their place of work, as confirmed by signed, dated letter(s) from their employer(s); (ii) the parents/guardians tried but cannot obtain childcare in the assigned school zone, unless the caretaker is the parent/guardian or an immediate relative of the student who can provide care only at the relative's residence; (iii) the location where care is provided is verified to be within the zone of the desired school, and all residences where care is provided must be verified by two (2) of the documents in paragraph I(A)(4)(a) above; and (iv) the child cannot obtain transportation from the assigned school to the location where care is provided. Parents/guardians and the childcare provider must complete the attached childcare request form, (which may be modified only with the consent of the plaintiff or the Court), sign the affidavits therein, and attach the necessary documentation (letters from employers and documents establishing that the childcare location is within the desired school zone). The Committee will verify the information in such forms and may approve such transfers only if they comply with the terms of this Order.
6. The student or his/her parent/guardian has suffered an exceptional hardship that does not qualify for a transfer under any other provision of this Order, but that absolutely necessitates transferring the student to a new school. The hardship exception is meant to provide for transfers in unique and urgent situations, such as incarceration of a parent/guardian, terminal illness of a parent/guardian, domestic abuse or neglect affecting the student or parent/guardian, or natural disaster.

Preferences to attend a certain school based on family, friends, curriculum, or location and problems related to the general pressures shared by many of raising a family, such as transportation, childcare, and housing issues, will not qualify under the hardship exception. Documentation must include: (i) a signed, dated, sworn, detailed affidavit from the parent/guardian explaining (a) the exceptional hardship of the student or his/her parent/guardian, (b) why the hardship requires a transfer from the assigned school, and (c) why the desired school can best accommodate the hardship; and (ii) supporting documentation, such as signed letter(s) of support from doctors, authorities, or whoever else can confirm that the hardship exists and that the desired school can best accommodate the hardship.

d. The West Carroll Parish School District will not accept out-of-state transfer students unless the Committee finds that the transfer request complies with the terms of the faculty and administrator provision in paragraph I(A)(5)(c)(4) above.

e. The Committee will review any out-of-district transfer requests, including those received through a request by the superintendent of the sending district. No out-of-district transfers will be approved by the Committee unless the Committee has analyzed the effect of such transfer on the sending and receiving schools and districts, and has determined that the proposed transfer does not impede desegregation in either the sending or receiving schools and districts. If the proposed transfer would reduce desegregation in either the sending or receiving schools or districts, then the Committee must deny the transfer request unless the transfer request complies with the terms of the faculty and administrator provision or the exceptional hardship provision in paragraphs I(A)(5)(c)(4) and I(A)(5)(c)(6) above.

6. Majority-to-Minority Transfers

a. The West Carroll Parish School District will encourage and will permit a student (black or white) attending a school in the District in which his/her race is in the majority to choose to attend another school in the District where his/her race is in the minority. Students of other races

will not be considered candidates for majority-to-minority ("M-to-M") transfers, but may transfer to another school in the District pursuant to any other transfer policy. The District will provide transportation to students who have been granted M-to-M transfers.

b. All M-to-M transfer requests will be reviewed by the Committee for approval. The Committee will use each school's end-of-the-school-year student enrollment data broken down by race to determine which schools qualify for M-to-M transfers for the upcoming school year. For example, if a school's enrollment is 56% black and 44% white at the end of the 2003-04 year, black students in that school shall qualify for M-to-M transfers to a school whose enrollment is over 50% white in the 2004-05 school year until the number of M-to-M transfers granted for the 2004-05 year changes the racial composition of the sending school to majority white or that of the receiving school to majority black.

c. In evaluating all out-of-zone transfer requests, the Committee will determine whether the applicant is a candidate for an M-to-M transfer regardless of whether the applicant has requested an M-to-M transfer and will grant the transfer request if it qualifies as an M-to-M transfer. Once granted, M-to-M transfers will be renewed automatically each year until the student graduates to a new school, i.e., middle or high school.

d. The West Carroll Parish School Board will provide written notice to all parents of the M-to-M policy, including how to apply for M-to-M transfers, in each student handbook issued in the District. The parents, legal guardians, foster care parents, or non-parents of new students to the District will be notified of the M-to-M policy when the new student is registered and will be given a copy of the most recent student handbook containing the M-to-M policy. The West Carroll Parish School Board will provide written notice to all parents of the M-to-M policy,

including how to apply for M-to-M transfers and which students and schools are eligible for M-to-M transfers that school year, in the residency verification and transfer notice that it advertises annually pursuant to the terms of paragraph I(A)(7)(a) below. The Board will keep copies of such notices and a record of all M-to-M transfer requests, including all those that were approved and denied, for a period of five (5) years.

7. Approval Process for Residency Verification and Transfer Requests

a. Beginning in the 2003-04 school year and continuing thereafter, the West Carroll Parish School Board will advertise annually no later than June 1 of each year the attached residency verification and transfer notice, which advises residents of the M-to-M policy, the availability of the residency and transfer forms, and the deadline for submitting each form, in the West Carroll Gazzett and the Chicot Spectator, local newspapers serving West Carroll and Eudora, Arkansas. The Board also will distribute copies of the attendance and transfer policies to the Boards of Education for neighboring Louisiana and Arkansas school districts. The Board has adopted attendance and transfer policies that conform to this Order and may not modify such policies without the consent of the plaintiff or the Court.

b. Beginning in the 2003-04 school year and continuing thereafter, all residency forms must be submitted to the admitting school within the two (2) weeks prior to the first day of school. A student seeking to enroll on or after the first day of school who has yet to submit a residency form must submit a residency form within ten (10) days of the student's first day of enrollment. Students who fail to submit completed residency forms within ten (10) days of the student's first day of enrollment and students who submit such forms but whose residency is not verified pursuant to the terms of this Order will be denied enrollment or withdrawn from the

school pursuant to this Order. Residency forms, including all supporting affidavits and documentation, will be submitted to principals of the admitting schools, who will review and approve the forms pursuant to the terms of this Order, except that residency forms submitted by students moving into the District from Arkansas will be forwarded to the Committee for approval pursuant to the terms set forth above in paragraph I(A)(3). Residency decisions of the principals may be appealed to the Committee and all residency decisions of the Committee will be final and without appeal to the West Carroll Parish School Board. The Board will keep a record for five (5) years of all notices, residency forms, supporting affidavits and documentation, and any action taken by District officials to verify residences, including physical visits, requests for missing or additional data, contacts with affiants, etc.

c. Transfer forms, including all supporting affidavits and documentation, will be submitted to the Committee, and the Committee will have the sole discretion to approve or deny transfer requests. The Committee will make a good faith inquiry into the merits of the compelling circumstance listed on the form by determining (1) the validity of the reason(s) given, (2) whether the receiving school is best able to address or alleviate the reason(s), (3) whether other students with similar reasons have been granted transfers, and (4) whether transferring similarly situated students to such schools proved beneficial. If the Committee finds the circumstance to be true and compelling and that the transfer otherwise complies with this Order, the Committee will approve the request and may grant the transfer to a different school than that requested if the Committee determines that a transfer to a different school would be more appropriate. The Committee will send promptly notices of approvals and denials of transfer requests to the person(s) who made the transfer request. All transfer decisions of the Committee

shall be final and without appeal to the West Carroll Parish School Board.

d. Transfers granted by the Committee will be valid only for the school year for which they were approved. Transfer students who wish to continue to attend the new school must reapply for a transfer each year and submit a new request form, including affidavits and current detailed documentation. The Board will maintain for a period of five (5) years a record of all transfer requests and any District action taken thereon, including all supporting documentation.

e. All transfer requests, including M-to-M transfer requests, for the upcoming school year will be due by July 1. Transfer requests submitted after the July 1 deadline that are based upon one (1) of the six (6) compelling circumstances, not including M-to-M transfers, may be approved by the Committee only if the circumstance at issue did not arise or was not known to the applicant prior to the July 1 deadline, as evidenced by supporting documentation, and the request otherwise complies with the terms of this Order.

f. After the July 1 deadline and within not less than three (3) weeks of the first day of the school year, the Committee will evaluate all transfer requests according to the transfer guidelines set forth in this Order. The Committee will take all of the approvable M-to-M transfers, sort them by school and race, and add them to the end-of-the-school-year student enrollment data for each school to evaluate whether the collective group of M-to-M transfers would move any school beyond the acceptable M-to-M range. If not, the Board will approve all approvable M-to-M transfers. If approving all approvable transfers would move the school beyond the acceptable M-to-M range, the Board will use a lottery system to grant the number of M-to-M transfers that fall within the acceptable M-to-M range. Once all approvable M-to-M transfers have been granted, the Committee will allocate available spaces based on the following priority system:

- i. The safety of the student exception;
- ii. The health of the student exception;
- iii. The exceptional hardship of the student or parent/legal guardian exception;
- iv. The specialized academic, vocational, or special education curriculum exception;
- v. The employee exception; and
- vi. The childcare exception.

g. The District will submit to the plaintiff by no later than July 25 of each year: (a) a copy of each transfer request submitted, including all supporting documentation, and (b) a list of the proposed transfers by type (e.g., faculty transfer), sending school, and receiving school, and by the race and grade of the student. For each transfer request, the list also will include whether the Committee proposes to deny or approve the request. The plaintiff will have until August 15 to raise any objections to the proposed transfers.

h. The District will report to the plaintiff by September 1 of each year: the number of denied and approved transfers by type, sending school, and receiving school and by the race and grade of the student.

8. Transportation

The District may provide transportation only to those transfer students who have been verified as being properly enrolled in the District pursuant to this Order. The District need not provide transportation to students who have been granted out-of-zone transfers, except that the District must provide transportation to students who have been granted M-to-M transfers.

9. Violations of the Residency and Transfer Provisions of this Order

a. Beginning in the 2003-04 school year and continuing thereafter, the District will maintain a complaint procedure for anyone who believes a student does not reside in a given school attendance zone or does not have a legitimate basis for an out-of-zone, out-of-district, or

out-of-state transfer. The District will advertise its complaint procedure in its annual advertisement of the attached residency verification and transfer notice pursuant to paragraph I(A)(7)(a) above.

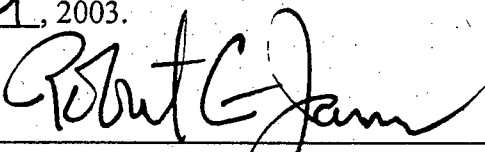
b. If, by virtue of the District's complaint procedure or any other source of information, the District has a reasonable basis to question a student's residence or the circumstance asserted for a student's transfer request, the District will notify immediately the parent, guardian, foster parent, or non-parent and will obtain additional proof of residency and/or the transfer-related circumstance within ten (10) days from the date of obtaining such a reasonable basis. If additional proof of residency that complies with paragraph I(A)(4)(a) of this Order or adequate additional proof of the transfer-related circumstance is not provided to the Committee within ten (10) days, the District will withdraw the student immediately and notify his/her parents that the student is being denied enrollment or withdrawn pursuant to this Order. If additional proof of residency that complies with this Order is provided to the Committee within 10 days and (i) the additional proof of residency was requested due to a complaint received by the District, or (ii) the additional proof fails to satisfy the Committee that the residency is legitimate, the District will send a school official to make an unscheduled physical visit to verify residency. The official must submit to the Committee a signed and notarized statement reporting the date, time, location, and findings of the visit, including the name of any persons present at the address. Only visits made while the student(s) or his/her parent(s), legal guardian(s), or foster care parent(s) is present at the address will verify residency. If the visit fails to verify the student's residency or the legitimacy of the transfer request, the District will withdraw the student immediately and notify his/her parents, legal guardian, foster parent, or non-parent that the student is being denied enrollment or

withdrawn from the school pursuant to this Order. Committee decisions to deny enrollment or withdraw a student from a school will be final and without appeal to the West Carroll Parish School Board. The Board will maintain for a period of five (5) years a record of all complaints received and any District action taken thereon, including all supporting documentation.

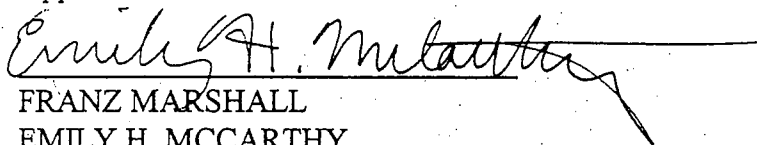
II. OTHER PROVISIONS

All previous orders and decrees of this Court shall remain in full force and effect to the extent they are not inconsistent with or expressly amended by these Agreed Modifications to the Residency Verification and Transfer Provisions of the 1991 Consent Order. This Court shall retain jurisdiction of this action for all purposes consistent with implementation of these Agreed Modifications to the Residency Verification and Transfer Provisions of the 1991 Consent Order and other orders filed in this case.

Done this 9 day of August, 2003.



UNITED STATES DISTRICT COURT JUDGE

Approved:



FRANZ MARSHALL
EMILY H. MCCARTHY
Attorneys for Plaintiff United States
U.S. Department of Justice
Civil Rights Division
Educational Opportunities Section, PHB
950 Pennsylvania Ave., NW
Washington, DC 20530
(202) 514-4092

COPY SENT:
DATE: 08/14/03
BY: bid
TO: McCarthy
Chammonds



ROBERT L. HAMMONDS, Esq.
DAVID P. DOUGHTY, Assistant District Attorney
Attorneys for Defendant West Carroll Parish School Board
Hammonds & Sills
Quad One, Suite C
1111 South Foster Drive
Baton Rouge, LA 70806
(225) 923-3462

WEST CARROLL PARISH SCHOOLS
P.O. BOX 1318
314 EAST MAIN STREET
OAK GROVE, LA 71263

RESIDENCY VERIFICATION AND TRANSFER NOTICE

Effective for the 2003-04 school year and thereafter, all students seeking to enroll or to continue to enroll in the West Carroll Parish School District will be required to attend the school in the attendance zone where they live, unless they qualify for a transfer under the terms of the 2003 federal court order. Residency verification forms will be available after June 1 at each school site and at the West Carroll Parish School Board Office at 314 East Main Street, between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. Transfer request forms must be picked up at the West Carroll Parish School Board Office and will be available after June 1.

TRANSFERS APPROVED FOR PRIOR SCHOOL YEARS ARE NOT VALID FOR THE CURRENT SCHOOL YEAR. New transfer requests must be made each school year. Transfer request forms for the **[insert year]** school year and supporting documentation must be returned to the West Carroll Parish School Board Office by **[insert July 1 of that year]**. Residence in the sending school attendance zone must be established and verified before a transfer request will be considered; therefore, if you are requesting a transfer, you also must submit a residency verification form with the required documentation to the West Carroll Parish School Board Office by **[insert July 1 of that year]**. Documentation must comply with the 2003 federal court order. The order permits majority-to-minority transfers ("M-to-M" transfers), which allow a student (black or white) who is assigned to a school in the District in which his or her race is in the majority to transfer to another school in the District where his/her race is in the minority. For the **[insert year]** school year, **[identify the race of students and the schools eligible for M-to-M transfers that year based on last day of student enrollment data, e.g., "white students in the District may apply for an M-to-M transfer to Epps High School, and black students at Epps High School may apply for an M-to-M transfer to any other school in the District."]** (A copy of the order is on file at each school and the Board Office at 314 East Main Street.)

If you are not seeking a transfer, residency verification forms and the required documentation must be returned to the school in the attendance zone where the student lives between **[insert dates indicating the two-week period prior to the first day of school]**. Individuals who fail to submit residency verification forms on time will have only ten (10) days from the student's first day of school to submit the forms and the required documentation, or the student will be withdrawn from the school.

If you know of students who are attending school outside of the zone where they live and who are not legitimate out-of-zone transfer students, please notify the West Carroll Parish School Board Office at (318) 428-2378 between 8:00 am and 4:00 pm, Monday through Friday.

Superintendent, Jerry L. Doshier

"An Equal Opportunity Employer"

Run 2 times: June 1*
June 15*

Copy to: West Carroll Gazzett
Chicot Spectator - Lake Village, AR

Copy to: Superintendent East Carroll Parish
Morehouse Parish
Richland Parish
Eudora Public School System

** use whatever due dates cover the two-week period in which the secretary and/or the principal will be at the school to accept forms, and use whatever run dates that give the district enough time to verify residences and approve or deny transfer requests by July 25, 2003.*

PLEASE READ THIS PAGE FIRST

WEST CARROLL PARISH SCHOOLS

P.O. BOX 1318
314 EAST MAIN STREET
OAK GROVE, LA 71263

The West Carroll Parish Schools operate under residency and transfer guidelines established by a 2003 federal court order. The order states that students in West Carroll Parish Schools must have on file documents that verify residence in the school zone where they attend school. In order to comply with the order, we need current residency documentation for all students.

A form outlining the documents that are needed accompanies this cover sheet. Please read both sides of the residency verification form carefully, particularly since the forms and some of the required documents have changed pursuant to the 2003 order. One side of the form addresses those students who live with parents, legal guardians (court appointed), and foster care parents, and the other side addresses those students who live with an adult other than a parent or guardian. **Please complete the appropriate side of the form, or complete both sides of the form if you are a parent or legal guardian who is registering a student who will be living with a non-parent for the upcoming school year. Please attach the required documents to the form.**

Non-parents: In addition to completing the back of the form and attaching proof of residency, the non-parent must provide a notarized affidavit stating his/her relationship to the student, that the student will be living in the non-parent home for the entire upcoming school year, and fully explaining the reason(s) for this arrangement. Changing school attendance zones or school district preference will not be a justifiable reason for such a living arrangement. Justifiable situations may include unavoidable or emergency situation or family condition, such as a broken home, abused children, or extreme poverty. The reason(s) must be approved by a committee of school district administrators charged with verifying student residency. To verify residency, the committee may require additional supporting documentation from the non-parent. The school district must verify that the student is actually living with the non-parent at an address within the attendance zone of the West Carroll Parish school that the student seeks to attend by sending a representative to visit physically the residence that the student has represented as his/her home for the upcoming school year. Home visits will be unscheduled and unannounced.

Important: If you are requesting a transfer, residency forms and the required documentation must be returned with a transfer request form to the West Carroll School Board Office, 314 East Main Street, by July 1, [insert year.] If you are not requesting a transfer, residency forms and the required documentation must be returned to the school in the attendance zone where the student lives between [insert dates indicating the two-week period prior to the first day of school]. Individuals who fail to submit residency verification forms on time will have only ten (10) days from the student's first day of school to submit the forms and the required documentation, or the student will be withdrawn from the school. If you know of students who are attending school outside of the zone where they live and who are not legitimate out-of-zone transfer students, please notify the West Carroll Parish School Board Office at (318) 428-2378 between 8:00 am and 4:00 pm, Monday through Friday.

WEST CARROLL PARISH SCHOOLS

Residency Form of Student Living with Parent, Legal Guardian, or Foster Care Parent

Full Legal Name of Student: _____ Age ____ Grade ____

Name of Parent/Legal Guardian*/Foster Care Parent* _____

* Legal guardians and foster care parents must provide a court decree declaring the district resident to be the legal guardian or the foster care parent of the student.

Location of Your Physical Residence

Complete Mailing Address

Use 911 information, including number and street.

Phone: Home: _____ Work: _____ Other: _____

Please check the two (2) items you will provide to verify your residence. A post office box is not acceptable as an address. Please attach the two (2) documents and return them with this form.

- 1. Property tax records that indicate the location of the homestead.
- 2. Mortgage documents or a property deed.
- 3. Apartment or home lease, or rent receipt indicating the current 911 address, the date and amount of the rent payment, and the persons who made and received the rent payment. If a rent receipt is submitted, the next month's rent receipt, including the required information, must be submitted within thirty (30) days.
- 4. Current utility bill showing residence address, and if a utility application is provided, a current bill must be provided within thirty (30) days.
- 5. Voter precinct identification indicating the current 911 address.

Certificate of Residency

I, (full name) _____, am (check one) the mother ____, father ____, legal guardian ____, foster care parent __ of the above-named student, and do hereby certify under oath that (1) the residence and domicile of myself and the above-named student are currently within the limits of West Carroll Parish, LA, at the 911 physical address noted above; (2) the above-named student spends weekdays and weeknights and at least the majority of nights each month at the 911 physical address noted above; and (3) the information stated on this form and in the supporting documentation is true. I consent and agree that the West Carroll Parish School District will have the right to verify the information provided above and that this form and any supporting documentation may be submitted to a federal court or the U.S. Department of Justice to ensure compliance with the 2003 federal court order. I fully understand that the execution of a false certificate will result in the immediate removal of the above-named student from school. I further agree that, if there is any change in my residence or the residence of the above-named student, I will notify the West Carroll Parish School Board, 314 East Main St., (318) 428-2378, within fifteen (15) days of the date of such change.

Signature: Parent/Legal Guardian/Foster Parent

Date:

WEST CARROLL PARISH SCHOOLS (back side of form)

Residency Form of Student Living with Adult Other Than a Parent or Legal Guardian

Full Legal Name of Student: _____ Age ____ Grade ____

Name of Non-Parent _____ Relationship to Student: _____

I have attached an affidavit explaining my living situation with the student (*must check here*) ____

Location of Your Physical Residence

Complete Mailing Address

Use 911 information, including number and street.

Phone: Home: _____ Work: _____ Other: _____

Please check the two (2) items you will provide to verify your residence. A post office box is not acceptable as an address. Please attach the two (2) documents and return them with this form.

- 1. Property tax records that indicate the location of the homestead.
- 2. Mortgage documents or a property deed.
- 3. Apartment or home lease, or rent receipt indicating the current 911 address, the date and amount of the rent payment, and the persons who made and received the rent payment. If a rent receipt is submitted, the next month's rent receipt, including the required information, must be submitted within thirty (30) days.
- 4. Current utility bill showing residence address, and if a utility application is provided, a current bill must be provided within thirty (30) days.
- 5. Voter precinct identification indicating the current 911 address.

Certificate of Residency

I, (*full name*) _____, do hereby certify under oath that (1) the residence and domicile of myself and the above-named student are currently within the limits of West Carroll Parish, LA, at the 911 physical address noted above; (2) the above-named student spends weekdays and weeknights and at least the majority of nights each month at the 911 physical address noted above; and (3) the information stated in this form, the attached affidavit explaining my living situation with the above-named student, and the supporting documentation is true. I consent and agree that the West Carroll Parish School District will have the right to verify the information in this form, the attached affidavit, and the supporting documentation and that this form, the attached affidavit, and any supporting documentation may be submitted to a federal court or the U.S. Department of Justice to ensure compliance with the 2003 federal court order. I fully understand that the execution of a false certificate will result in the immediate removal of the above-named student from school. I further agree that, if there is any change in my residence or the residence of the above-named student, I will notify the West Carroll Parish School Board, (318) 428-2378, within fifteen (15) days of the date of such change.

Signature: Non-parent/Non-guardian

Date:

WEST CARROLL PARISH SCHOOLS TRANSFER REQUEST FORM

Students in the West Carroll Parish School District ("WCPSD") must attend the school in the attendance zone where they live unless they qualify for a transfer under the terms of the 2003 federal court order. Parents/guardians may request a transfer for their child/children only if one of the circumstances listed below applies to their child/children or family. To request a transfer, parents/guardians must (1) complete this transfer request form; (2) attach a notarized affidavit fully explaining the reason for the transfer request; (3) attach any other documentation required below; and (4) establish residence in the sending school zone by submitting a residency verification form with the required documentation. All documents must be completed properly and returned by July 1 to the West Carroll Parish School Board Office at 314 East Main Street, Oak Grove, LA 71623. Transfers are valid for one school year only, and new requests must be submitted each year. If one of the first six circumstances arises during the school year and a transfer is granted, the transfer will be valid for the remainder of that school year only.

If a circumstance applies, check the appropriate number and attach the required documentation.

1. Specialized academic, vocational, or special education curriculum is not offered in the student's school of residence. Documentation must include a letter from the Superintendent verifying the unavailability of the specific curriculum in the school of residence;
2. The health of the student is in jeopardy. Documentation must include signed, dated letters from two (2) non-associated medical doctors (M.D.s), certifying the student's health condition and fully explaining why attendance at the requested school is better for the student's condition than attendance at the assigned school. One doctor must specialize in treatment of the health condition at issue;
3. The safety of the student is in jeopardy. Documentation must include a letter from the Superintendent and a letter from the sending principal outlining the potential harm to the student;
4. The child/children of full-time faculty and administrators, who are verified as actually living with said employee as required by the 2003 federal court order, may attend the school where the parent works, or, if that grade level is not offered at the parent's school, the school closest to the parent's place of employment. Documentation must include a letter from the WCPSD stating the job title and school assignment of the employee. The name and race of all such children, as well as the grades and schools for such children, must be reported in each request.
5. The student or his/her parent/guardian has suffered an exceptional hardship that absolutely necessitates transferring the student to a new school (e.g., incarceration or terminal illness of a parent). Documentation must include: (i) a notarized, detailed affidavit from the parent/guardian explaining (a) the exceptional hardship of the student or his/her parent/guardian, (b) why the hardship requires a transfer from the assigned school, and (c) why the desired school can best accommodate the hardship; and (ii) supporting documentation, such as signed letter(s) of support from doctors, authorities, or others, that confirms that the hardship exists and that the desired school can best accommodate the hardship.

___ 6. Childcare needs may qualify for a transfer in limited circumstances but only if the parent/guardian and the care provider complete and sign a childcare request form, and the WCPSD Committee finds that the request complies with the 2003 federal order. Childcare request forms must be obtained from the School Board office.

___ 7. Majority-to-minority transfers ("M-to-M transfers"). A student may request a transfer from a school where his/her race is in the majority to a school where his/her race is in the minority. Student racial percentages at each school will be calculated based on student enrollment on the last day of the previous school year.

Please provide the following information on those students who are requesting transfers.

	Name	Grade	Sex	Race	Sending School	Receiving School
1						
2						
3						
4						

Certificate of Accuracy

I, *(full name)* _____, am *(check one)* the mother ____, father ____, legal guardian ____, foster care parent ____, or other ____ of the above-named student(s), and do hereby certify under oath that (1) the residence and domicile of myself and the above-named student(s) are currently within the limits of West Carroll Parish, LA, at the 911 physical address note above; (2) the above-named student(s) spend(s) weekdays and weeknights and at least the majority of nights each month at the 911 physical address noted above, and (3) the information stated in this form, the attached affidavit, and the supporting documentation is true. I consent and agree that the West Carroll Parish School District will have the right to verify the information provided above and that this form, the attached affidavit, and any supporting documentation may be submitted to a federal court or the U.S. Department of Justice to ensure compliance with the 2003 federal court order. I fully understand that the execution of a false certificate will result in the immediate removal of the above-named student(s) from school. I further agree that, if there is any change in my residence, the residence of the above-named student(s), or the circumstances for this transfer request, I will notify the West Carroll Parish School Board, 314 East Main Street, (318) 428-2378, within fifteen (15) days of the date of such change.

911 address: _____

Mailing Address: _____

Home phone number: _____

Work or other number: _____

 Signature: Parent/Guardian/Foster Parent/Other

 Date:

___ Request approved.

___ Request denied.

 Signature of School District Official

 Date:

**WEST CARROLL PARISH SCHOOLS
CHILDCARE TRANSFER REQUEST FORM**

In limited circumstances, childcare needs may qualify for a transfer under the 2003 federal court order. To apply for a childcare transfer, parents/guardians and the childcare provider must complete this childcare request form, sign the certificates below, and attach signed letter(s) from their employer(s) and documents establishing that the childcare location is within the desired school attendance zone. The Committee will verify the information in this form and will approve this childcare transfer request only if it complies with the terms of the 2003 federal court order.

Full Legal Name of Student(s) _____ Age ___ Grade ___ Race ___
 _____ Age ___ Grade ___ Race ___
 _____ Age ___ Grade ___ Race ___

Assigned School: _____ Desired School: _____

Full Legal Name of Childcare Provider: _____

Physical Address Where Childcare Is Provided Complete Mailing Address of Care Provider
 Use 911 information, including number and street.

Provider's phone number: _____ Parent's phone number: _____

Relationship of Childcare Provider to Student(s):

- Relative of student (*describe family relationship, e.g., aunt*) _____
- Self/Parent (*note where care is provided, e.g., at work*) _____
- Babysitter
- Other (*describe relationship*) _____

For the duration of this school year, childcare will be provided to the above-named student(s) by (*check one*) myself (parent/guardian) at the address noted above and noted in the attached letter from my employer, or the childcare provider noted above at the physical address noted above on these days of the week at these times: _____
 _____ (*list days and times, and indicate if times differ depending on the day*).

If the childcare provider resides at the address where childcare is provided, the childcare provider must verify residency by checking 2 of these 5 items and attaching both to this form, except that documents with a post office box as an address will not be accepted: (1) property tax records indicating the location of the homestead; (2) mortgage documents or a property deed; (3) apartment or home lease, or rent receipt indicating 911 address, date and amount of payment, and names of payor and the payee; (4) current utility bill, and if an application is provided, a bill must be provided within 30 days; and (5) voter precinct identification, indicating 911 address.

The above-named student(s) is/are transported from _____ (*name of school*)
 to the location of the childcare provider noted above by _____
 _____ (*identify the individual and the means of transport, e.g., bus driver (name) takes them to their aunt's home*).

Certificate of Accuracy for Parent/Guardian/Foster Parent/Other

I, (full name) _____, am (check one) the mother ____, father ____, legal guardian ____, foster care parent ____, other ____, of the above-named student(s), and submit this childcare transfer request on behalf of such student(s), and do hereby certify under oath that:

- (1) the physical address noted above where care is provided is within the zone of the desired school noted above;
- (2) the above-named student(s) cannot obtain transportation from the assigned school noted above to the physical address noted above where childcare is provided;
- (3) childcare for the above-named student(s) is being provided on the days, at the times, and at the physical address noted above by (check one) (a) __ the childcare provider noted above because I have tried and cannot obtain a childcare provider in the assigned school zone of these student(s); (b) __ myself; or (c) __ an immediate relative of the student(s);
- (4) I attached signed, dated letter(s) from the employer(s) of (check all that apply): myself ____, my spouse ____, and any other parent/guardian for the above-named student(s) ____, and the letter(s) state our work hours and, if applicable, that care is provided at work; and
- (5) I will notify the school principal within fifteen (15) days of any change in the work hours reported in the attached letters or any change in the childcare reported on this form.

I consent and agree that the West Carroll Parish School District will have the right to verify the information in this form and the supporting documentation and that this form and any supporting documentation may be submitted to a federal court or the U.S. Justice Department to ensure compliance with the 2003 federal court order. I fully understand that the execution of a false certificate will result in the immediate removal of the above-named student(s) from school.

Signature: Parent/Guardian/Foster Parent/Other

Date:

Certificate of Accuracy for Childcare Provider

I, (full name) _____, do hereby certify under oath that for this entire school year, I will provide childcare for the above-named student(s) on the days, at the times, and at the physical 911 address noted on this form, and that his/her/their transportation to this address and my relationship to him/her/them is accurately stated on this form. I provide childcare at my residence (check one) __ Yes __ No, and if Yes, I have provided two (2) documents verifying my residence. I consent and agree that the West Carroll Parish School District will have the right to verify the information in this form and the supporting documentation and that this form and any supporting documentation may be submitted to a federal court or the U.S. Justice Department to ensure compliance with the 2003 federal court order. I further agree to notify the school principal within fifteen (15) days of any change in the childcare reported on this form.

Signature: Childcare Provider

Date: