1. **Cha, cha, changes.** Hardship Transfers are about changes in the circumstances of a student that occurs after October 1. In order to be eligible, some aspect of the child’s circumstance must have changed since initial enrollment, which would be resolved by the student moving to a new school. If the student’s sibling was enrolled in a different school initially, then that is not a change in circumstance necessitating a transfer. The same logic applies to bus stop locations and school hours. These are non-changing factors in the student’s school experience since enrollment, so they are not normally grounds for a Hardship Transfer.

2. **Family First.** Hardship Transfers must originate from the student’s guardian on behalf of the student, not by the school. Schools cannot seek transfers on behalf of students without guardian consent.

3. **X marks the spot.** Schools are required to sign all Hardship Transfer requests. A school staff signature does not signify agreement with the stated reason for the transfer, only acknowledgment of meeting with the family regarding the transfer request. If the leader is in disagreement regarding the transfer request or the basis of the transfer, the leader should provide an explanation and still submit the request.

4. **Peace to P2P.** The Principal-to-Principal transfer is replaced with the “Emergency” category. The Emergency Transfer is used in rare cases when a change in environment is necessary for a student’s success, but it does not qualify as a childcare, safety, medical, or accelerated high school hardship.

5. **Guardian → School → EnrollNOLA.** All Hardship Transfer requests go to EnrollNOLA, not to the Family Resource Center. The Family Resource Center does not process Hardship Transfers. Please do not send guardians to the Family Resource Center for Hardship Transfers.

6. **We have to have it all!** Hardship Transfer requests will not be processed without all required signatures, forms, and documentation. Please help the guardian with collecting necessary paperwork before sending it to EnrollNOLA. Also, schools please be prepared to step in with documented incidents of bullying for safety transfers or with supporting documents as necessary to complete the transfer.

7. **Don’t say goodbye too early** Close to half of Hardship Transfers are denied. Once the school is notified that a guardian wants to transfer their child, use it as an opportunity to start a dialogue with the guardian about their concern. Schools may be able to address and resolve factors causing the parent’s request and such efforts will help if the parent and student end up remaining part of the school community.

8. **Matchy-matchy.** To ensure academic continuity and prevent the loss of core credits required for graduation, high school students transferring mid-year are discouraged from transferring to a school with a different academic schedule. Students in the 9th grade or above transferring mid-year through an approved Hardship Transfer are strongly encouraged to select a new school with a corresponding schedule from the list of available schools for the student’s current grade.

9. **No Credit? No Problem.** The Credit Acceleration and Recovery Specialized Transfer is used where a student (at least sixteen years old) is overage for his/her grade and/or is behind in credits needed to graduate. The sending school, including the academic dean, and the receiving accelerated model school and the student’s guardian must be in agreement that an accelerated program will be beneficial and appropriate for the student’s academic needs.

10. **Everyone needs some help from their friends.** If you have a question, let us know. We are a resource and welcome questions from schools regarding the Hardship Transfer process or particular Hardship Transfer situations. Email questions to transfers@enrollnola.org and you will receive a response within a day of sending the email or call (504) 373-6200 Ext. 20184 or 20023.
Hardship Transfers: Family Edition 101

EnrollNOLA is committed to helping families find the school that is best for their child. We understand that it can be hard to know whether your child is happy with their school until after they attend. For that reason, families are able to transfer from one school to another throughout the summer and into the first months of school. Changing schools can be disruptive, both for the child who is switching schools and for the teachers and students in the child’s new classroom. For that reason, the process to request a transfer changes as we move further into the school year. After October 1, families seeking to transfer their child must request a Hardship Transfer, and present documentation to demonstrate the hardship, to receive approval to transfer.

EnrollNOLA will review all Hardship Transfer requests. If a transfer request is approved, the family will be able to select from a list of schools with available seats in their child’s grade. High school students transferring mid-year are strongly discouraged to transfer to a school with a different academic schedule.

The family must register at the selected school within five (5) school days.

If a transfer request is denied, the student will remain at their school.

Hardship transfer decisions are final. There is no appeal process.

EnrollNOLA expects that students will continue attending school while the transfer request is pending. Absences will be marked unexcused if a family cannot provide documentation to excuse absences. Schools will continue to follow truancy laws as outlined in policy.

If a student stops attending school while the transfer request is pending, EnrollNOLA will NOT review the request.
**Childcare**
Includs changes to residence, changes to custody where the child's residence moves, and changes to transportation or before or after school care due to parent / guardian employment.

As necessary, must submit documentation of changes to custody, residence, work schedules, proof of address.

**Emergency (Not Safety Related)**
Includes emergencies not related to childcare, safety or medical grounds. Parents / Guardians must explain why the issue is an emergency to them and how a transfer would resolve the matter.

Must submit discipline records for current SY, description of school level interventions, documentation regarding suspensions, and IEP / 504 plan (if appropriate).

**Types of Hardship Transfers**

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<th>Safety</th>
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<tr>
<td>Includes instances of bullying or threats to safety.</td>
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<tr>
<td>Must submit school documentation of safety concern or bullying (such as incident report, photographs of injury, police report) AND documentation that the safety concern has persisted after school and parent worked together to address the problem (include what efforts were made on the school level).</td>
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<th>Medical</th>
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<td>Includes worsening condition or a condition that a doctor believes can be better served at an alternative location.</td>
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<tr>
<td>Must submit a letter from a physician on the physician's letterhead indicating why a transfer is necessary for the student's medical condition.</td>
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**Frequently Asked Parent Questions**

**Q:** One of my children was approved for a Safety Hardship Transfer, but I have two children enrolled in the school. Can I transfer my other child too?
**A:** It depends. We will consider a transfer if your other child's safety is at risk because of this incident. However, we cannot guarantee a placement at the same school for both siblings.

**Q:** As a parent, what if I am banned from campus?
**A:** We will consider a transfer if the ban influences your ability to attend school for an emergency or academically necessary reasons.

**Q:** What if my child is recommended for an expulsion hearing but I want to transfer my child before it happens?
**A:** Hardship Transfer requests will not be processed if a student is awaiting a student conference or expulsion hearing.

**Q:** What if my child is being threatened over social media or off campus? Is that grounds for a safety transfer?
**A:** Even if the activity is occurring off campus or on social media, we will consider a safety transfer if: (1) it involves student(s) at the same school as your child, (2) you have documented proof of the ongoing concern, and (3) a transfer to a different school, instead of an intervention at your child’s current school, would eliminate the problem.

**Q:** What if I have a concern about my child’s bus stop?
**A:** You should first speak to a school leader about your transportation concerns. If you have already communicated these concerns with the school and have not seen a change, please contact the school’s Manager of School Performance for RSD and Type 2 schools or Cathy Chase, the Family and Community Engagement Specialist for OPSB schools.

**Q:** I have two children in two different schools. Will I be able to transfer one child using the Childcare Hardship Transfer request?
**A:** No. The Childcare Hardship Transfer requires there be a change of circumstance. If the siblings have been in separate schools since the beginning of the school year, and you did not elect to transfer them earlier in the school year, this will not constitute a change in circumstances and a hardship transfer will be denied.