



COMPLIANCE OFFICE  
PHONE (504) 365-5312 • FAX (504) 365-5362

**TAG ALONG**  
**2024-2025 TRANSFER REQUEST FORM**

Name of Student \_\_\_\_\_ Grade Entering \_\_\_\_\_  
First Middle Last

Parent/Legal Guardian \_\_\_\_\_ Phone \_\_\_\_\_  
Home Cell

Address \_\_\_\_\_  
Number & Street Apt. Number City Zip

Date of Birth \_\_\_\_\_  Regular Education  Special Education Exceptionality: \_\_\_\_\_

Employee's Title: \_\_\_\_\_

Parish Currently Residing \_\_\_\_\_ JPS Attendance Zone \_\_\_\_\_ School-Based Assignment \_\_\_\_\_ Requested Feeder School \_\_\_\_\_

All transfer requests must be signed and emailed to [tagalongtransfer@jpschools.org](mailto:tagalongtransfer@jpschools.org) The parent/guardian will be notified of the status of the transfer request via email.

**Please provide your email address:** \_\_\_\_\_

**Criteria for Tag-Along Transfers**

1. TRANSPORTATION TO AND FROM SCHOOL SHALL BE THE RESPONSIBILITY OF THE TRANSFERRING STUDENT OR HIS/HER PARENT(S)/LEGAL GUARDIAN(S).
2. Children of principals, assistant principals, guidance counselors, teachers, coaches and other certified school employees, and classified employees regularly assigned to or employed on a full-time basis at a school in grades kindergarten through twelve may attend any school in the feeder pattern in which they are assigned.
3. The completed Tagalong form, current proof of residency, the parent's photo ID, the student's birth certificate, and any custody documents must be emailed to [tagalongtransfer@jpschools.org](mailto:tagalongtransfer@jpschools.org).
4. Employees residing outside of Jefferson Parish must also apply and receive an approved Inter-District Permission Form through the Compliance Office in addition to completing a Tag Along. The permission form must be signed by the Superintendent of the school district in which the employee resides. With the exception of JPS employees residing in Orleans Parish, it is the responsibility of the employee to obtain the approved permission form from the Superintendent and forward the completed document to [tagalongtransfer@jpschools.org](mailto:tagalongtransfer@jpschools.org).
5. The principal of the school where the parent is full time based must confirm the employee's status and whether there is an open seat for the student. If the employee is requesting a Tag Along to the feeder(s) school(s), the principal of the feeder school must confirm that there is an available seat for the student.
6. A Tag-along Transfer is only valid for the school year in which it is approved. Students seeking a Tag-along Transfer in any subsequent school year must apply on a yearly basis.
7. With respect to Advanced Studies Academies, students must meet the admissions standards established for enrollment in a particular Advanced Studies Academy and thereafter comply with such enrollment standards as may be prescribed for continued enrollment.
8. If the employee is requesting a Tag Along for more than one child, a separate Tag Along form must be submitted.
9. All transfer requests and required documentation must be signed by the separate principal and emailed to the Compliance Office at [tagalongtransfer@jpschools.org](mailto:tagalongtransfer@jpschools.org) or hand delivered to the Compliance Office at 501 Manhattan Blvd., Ste. 1100 Harvey, LA (504) 365-5312. The parent/guardian will be notified of the status of the transfer request via email.

Parent's/Legal Guardian's Signature \_\_\_\_\_ Date Submitted \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_  
School-based Principal's Signature Date

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_  
Feeder School Principal's Signature Date

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_  
Compliance Officer/Designee Date

**2024-2025**  
**Assigned School**

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