



Date: \_\_\_\_\_

Dear Parent/Guardian:

You have just completed the transfer portion of the process with your home school district, and have been provided with a hard copy of your transfer application containing the raised seal of your home school district. At this point, your paperwork will be transferred to Cooperating School Districts (CSD). Cooperating School Districts is a partnership of school districts in the St. Louis area and beyond. CSD is serving as a clearinghouse for applications by students from unaccredited school districts to accredited school districts. The work of CSD will simplify this process and provide a smooth transition for families. CSD will email or mail you confirmation that your paperwork was received from your home school district.

Per the Department of Elementary and Secondary Education (DESE), an application for transfer to an accredited school district will be allowed through Thursday, August 1, 2013 at Normandy or Riverview Gardens administration offices. The enrollment of new students into an accredited school district will not begin until Monday, August 5, 2013.

If your first choice was indicated as any other school district besides Ferguson-Florissant or Hazelwood, you will be contacted directly by the receiving district after August 5, 2013 to process enrollment at their district office. In order to be prepared for enrollment, please check the requested district's websites for required enrollment documents.

If your first choice of school was indicated as Ferguson-Florissant or Hazelwood School Districts, then immediately contact the appropriate school district for more information on enrollment.

Ferguson-Florissant School District at 314-506-9960 or [www.fergflor.org](http://www.fergflor.org) (Parent Tab)

Hazelwood School District's Enrollment Hotline number at 314-953-5141 or <http://www.hazelwoodschoools.org/StudentsAndParents/Enrollment/Pages/default.aspx>

If you have **NOT** received a confirmation email or postcard from CSD within 10 days of the date at the top of this letter please email [jlittle@csd.org](mailto:jlittle@csd.org) (preferred) or call 314- 692-1275.

If you have **NOT** been contacted by the receiving school district by Tuesday, August 6, 2013, please contact Jennifer Little at CSD by email at [jlittle@csd.org](mailto:jlittle@csd.org) (preferred) or by telephone at 314-692-1275.