

STEPS TO REQUEST DROP PAPERWORK

1. A copy of your Parent/Guardian ID is required.
2. Email the appropriate counselor from the grade in which your child was last (or is currently) enrolled.

EMAIL MUST INCLUDE THE FOLLOWING:

- ❖ Child's name and date of birth
- ❖ Name of school the student will be transferring to
- ❖ City and State of the new school
- ❖ Parent cell phone number
- ❖ Parent ID (scanned/screenshot)

**Please keep in mind, the school in which your child is enrolling will need to verify that your child is enrolled before we can complete the drop process.

6th Grade Counselor

Ashley Peters

alpeters@caddoschools.org

7th Grade Counselor

Roslyn Davis

rdavis@caddoschools.org

8th Grade Counselor

Demetria Layton

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