

School _____

Student _____

Name of Person
Completing Form _____

St. Tammany Parish Public School System Registration Requirements

Please check off every requirement for registration before proceeding with registration of the applicant. If you or the registrant have questions about required items, please contact the Child Welfare and Attendance Offices at 898-3370 or 646-4917 for information. If registrant does not have the required information, follow instructions below.

Proof of Residency (at least 3 items)

Contact the Child Welfare and Attendance Offices if registrants do not have the required proof of residency or for assistance with verification.

Proof of Residency must be established, **using at least three of the documents listed below**. All documents must be the most current available. Documents that are suspect or inconclusive may be disallowed and additional documentation may be required. Refer registrant to Child Welfare and Attendance offices if necessary to verify residency.

Documentation may consist of a current utility bill (such as, butane, electric, gas, water, cable, or satellite communication bill), the current year W-2 form, the most recent federal or state income tax returns, a state ID card, a vehicle insurance print-out from the parent's or guardian's insurance company, a signed residential building contractor agreement, a signed real estate lease agreement, or signed mortgage loan documentation.

All documents must show the name of the parent or guardian, the utility service address (if using utility bills), and the street or road address of residence. Lease agreements must show street or road location and must be from a real estate office, apartment complex, or mobile home property, not from an individual. **U. S. Post Office box numbers, printed checks, or drivers' licenses are NOT considered proof of residency.**

State Certified Birth Certificate

Refer registrants to the Child Welfare and Attendance Offices if registrants do not have a birth certificate.

Social Security Card

Refer registrants to the Child Welfare and Attendance Offices if registrants do not have a social security card.

The Social Security number written on a piece of paper cannot be accepted.

Health Record of Required Immunization

Registration may not proceed until registrants provide the immunization record to school.

State law requires that all children attending school in the State of Louisiana have the following immunizations.

- DTP - Polio - MMR - Hepatitis B - HIB - Varicella

Dates of the above required immunizations must be recorded on an official immunization form and presented to the school at the time of registration. The immunization policy of the St. Tammany Parish School Board dictates that no child be allowed to enter school without proof of immunizations.

Report Card/Records From Last School

If registrants do not have these records, complete Request for Records form and continue registering.

LEAP Results (For In-State Transfer)

Refer to LEAP Test Diagram. Contact District Test Coordinator at 898-6481 if registrants do not have required LEAP results.

Students entering fifth and ninth grades from in-state nonpublic or any home schooling program are required to show evidence that they have passed the English/ Language Arts and the Mathematics sections of the LEAP 21 (Louisiana Educational Assessment Program) test, as mandated by the State of Louisiana.

Court-ordered Custody Papers (if applicable)

Not Applicable

Refer registrants to the Child Welfare and Attendance Offices if court-ordered custody papers are required and registrants do not have them.

Assignment Letter (if applicable)

Not Applicable