



Online Registration System Instructions

We are excited that your child will be attending a Caddo Parish Public School. Our school system has an easy-to-use, secure online registration system that will allow you to complete the forms required for registering your child as well as uploading the documents required for registration. To begin the Online Registration process, follow the directions below:

1. Log on to <https://jgrade.caddoschools.org/register/> using your computer, tablet or cell phone.
2. The **Online Registration Screen** will appear. Prior to beginning the enrollment process, you may want to gather the following required documents:

Parent/Guardian Information

- current utility bill
- current lease or mortgage
- Parent Driver's License/Photo ID

Student information

- Birth certificate
- Social Security card
- Louisiana health/shot card

3. Enter your first name, last name, a valid cell phone number and a valid email address in the **Create an Account** section on the right. Click **Start**.
4. You will receive the validation code for registration via email and text. Enter the code and click **Continue**.
5. Create a **User Name** and **Password** and record the information for future reference. Complete each of the remaining blanks and click **Submit**.

User Name : <input type="text"/>	Password : <input type="text"/>
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6. Click on the **Parent/Guardian** button to the left and follow the prompts to enter your information. Please be careful of spelling, capitalization and punctuation. Your input will be saved exactly as it is entered. Dates should be entered as MM/DD/YYYY and phone numbers as xxx-xxx-xxx. Required fields are indicated with a red asterisk (*). Instructions will be listed on each section throughout the application process. Be sure to **Click Save and Continue** to ensure that the information you are entering is saved in your application. Review your application prior to submitting.
7. If you need assistance, call 318-603-6305 or visit the Student Services Center at 1638 Murphy Street.