



REGISTRATION PROCEDURES

Any student new to a Caddo Parish school must go to the Attendance Department (1627 Weinstock; 603-6305) to get approval to enroll.

In order to register a new student to this school, a parent/guardian must have the following items:

1. Parent/Guardian's Driver's License/Photo ID
2. Proof of guardianship (Custody papers are needed if student is not living with legal/birth parent)
3. Proof of Caddo Parish/"in-district" residency
 - Current utility bill (water, electric or gas only), or
 - Copy of current lease (If child is not listed on the lease, then an Affidavit of Residency must be completed and notarized)
 - If parent/guardian and student are living with someone else, the following items are needed:
 - Affidavit of Residency (Completed and notarized)
 - Copy of a current utility bill (gas, water, electric) in the homeowner's/renter's name
 - Two (2) additional documents that link the parent/guardian to the new address: driver's license, cell phone bill, social services form, etc.
4. Student's Birth Certificate (Student must turn 5 yrs. old on or before September 30 of the current year in order to register for Kindergarten)
5. Louisiana Health Card
6. Immunization/Shot Records (up-to-date)
7. Student's Social Security Card (displaying student's name & number)
8. Copy of the student's most recent Caddo Parish report card and drop papers from his/her previous school (if applicable)
9. If student is transferring from another public school in Louisiana, not including Caddo Parish, a signed Authorization to Release Student Records is required. *(This form may be obtained at the school from which the student is transferring)*
10. If your student needs any special education needs and/or special medical needs please bring any information if you have.

PLEASE NOTE: Parents/Guardians must have all required documents in order to process new student registration and avoid delays.

Online Registration is now available. Please visit the Caddo Parish Website at www.caddoschools.org and look under the Parents Tab