

Online Registration System Instructions

Majority to Minority (M to M), Hardship, and Medical Transfers will be accepted electronically through the Caddo Parish Schools Online Registration System (ORS) beginning with the 2019-2020 school year. To begin the Online Registration process, follow the directions listed below:

1. Log on to <https://jgrade.caddoschools.org/register/> using your computer, tablet or cell phone or log on to the Caddo Parish website at www.caddoschools.org and click **Parents**. Select **Online Registration System**.
2. The **ORS** 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/Legal Guardian Driver's License/State issued Photo ID

Student information

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

3. You should also gather the specific documents that support your transfer request as listed below:

Hardship Transfer Documentation (CPSB transportation NOT provided)

- Official, current work schedule (*on letterhead*) **or**
- CPSB check stub (*if applicable*) **or**
- Current parent school schedule (*if applicable*) **or**
- Current Parent Chronic Illness Letter (*if applicable*)

Upload all documents as one submission. Do not load as single documents (*each upload will overwrite the previous submission*).

Medical Transfer Documentation (CPSB transportation NOT provided)

Medical Form (*signed by Physician, Physician Assistant or Certified Nurse Practitioner*)

Majority to Minority transfer (transportation provided in accordance with CPSB policy)

Most recent report card (*if non-Caddo Parish Public School*)

2019 – 2020 Schools that Qualify for Majority to Minority Transfers

ELEMENTARY SCHOOLS

Blanchard
Mooringsport
Riverside
A.C. Steere
Jack P. Timmons

MIDDLE SCHOOL

Donnie Bickham

HIGH SCHOOLS

North Caddo
Northwood

4. 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**.
5. You will receive the validation code for registration via email and/or text. Enter the code and click **Continue**.
6. Create a **User Name** and **Password** and record the information for future reference. Complete each of the remaining blanks and click **Submit**.
7. 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. Review your application thoroughly prior to submitting.

You must enter your Requested School and Request Reason on the Attendance Zone page in order to be considered for transfer (*Transfer requests to magnet schools/magnet programs, Pre-K Assignments, Special Education Placement, Out of Parish, Homeless Placement, Employee Privilege, and Extenuating Circumstances are not available through this process. Selecting any of these reasons will result in a denied application*).

8. Parent/Legal Guardians of **students who do NOT currently attend a Caddo Parish Public School** must submit the student's final attendance, grades and discipline by May 30, 2019 for placement via hand-delivery or fax to 318-424-8187.
9. If assistance is needed please call 318-603-6305 or visit the Student Services Center at 1638 Murphy Street Shreveport, LA 71103 (*formerly Central Elementary*).

The Attendance Office staff will be available to assist parents/legal guardians and employees with ORS transfer applications beginning Tuesday, March 19, 2019 thru April 15, 2019. Applications completed at the Attendance Office will be date and time stamped with the date of submission.

Office of Child Welfare and Attendance
Caddo Parish Student Services Center
1638 Murphy Street, Shreveport, Louisiana
8:00 a.m. thru 4:30 p.m. Monday thru Friday