

REGISTRATION PROCESS AND CHECKLIST

Please complete the information below to register your child. Once completed and you have obtained assistance from any of the services we have available on site, please report to the cafeteria for document verification and zoning. One checklist should be completed for each child.

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| This section to be initialed by LPSS employee when complete. | |
| | 1. Fill out the student registration form. |
| Please circle: N/A or ESL If ESL, school at which to register: ___ Zoned school ___ ESL Program at _____ | 2. Is English the student's first language? (see Student Registration form page1) Check one ___ No (report to Rooms 112 & 114) ___ Yes (continue to question #3) |
| School at which to register ___ Zoned school ___ GT Program at _____ ___ SPED Program at _____ | 3. Does the student have a current IEP for Gifted and Talented or does the student have a current special education IEP AND was NOT enrolled in a Lafayette Parish school last year? (This includes students who have received 1 or a combination of the following: resource services in a special education setting, speech, occupational or physical therapy) Check one ___ Yes (report to Room 101); ___ No (Continue to question #4) |
| If 504 and in an LPSS school previous year, please check to ensure 504 tab is "Red" | 4. Does the student currently have a Section 504 Individualized Accommodation Plan (IAP)? Check one ___ Yes (report to Room 101 if student was NOT enrolled in an LPSS school last year) ___ No (Continue to question #5) |
| | 5. Did this student attend a Lafayette Parish School last year? Check one: ___ Yes - Which school? _____ What grade? ___ ___ No - Where did the student attend school last year? _____ In which city and state was the school located? _____ <i>If the student was home schooled or in a non-approved school, report to Student Services in the front hallway.</i> |
| | 6. If your student is entering grade 5 or grade 9 and did not take the appropriate 4 th or 8 th grade LEAP test, report to Student Services in the front hallway. If not applicable, go to question #7. |
| | 7. The SECTIONS BELOW DETAIL THE DOCUMENTS NEEDED TO COMPLETE REGISTRATION AND ARE NON-NEGOTIABLE |
| Document Verifiers: Please initial which option was complete: ___ A ___ B | 7A. Verification of Address ___ <i>Option A:</i> Must be a current GAS, ELECTRIC, or WATER bill with the PARENT or GUARDIAN's name and address printed on the bill or a Verification of Service from the utility company OR ___ <i>Option B:</i> People who do not have a utility bill in their name may register by providing ALL of the following 3 items: ___ A utility bill in the name of the person they live with AND ___ A notarized statement (within the last 30 days) from that person saying the parent and the student live with them at that address AND ___ A disconnect notice from prior utilities or a state or federal document that is mailed to the parent at that address (documents include WIC, food stamps, disability check, or tax documents) |
| | 7B. Do you have a Waiver Letter from the Child Welfare and Attendance Office or from the Homeless Department? <i>Note: If you are temporarily living in a homeless situation due to economic hardship and are in need of assistance, please report to the Child Welfare & Attendance Conference Room in the front hallway for assistance. The homeless department can assist families who qualify for their services with enrolling students in school and can help with getting the necessary documents for continued enrollment.</i> ___ Yes, Please provide the letter. ___ No, continue to question #8. |

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| | <p>7C. If your student is registering to attend a school out of the school for which he/she is zoned due to one of the following reasons, please check the reason and provide the necessary documentation. <i>Note: If you need to verify your student's placement in a School of Choice or would like to speak to staff about our various programs, guidelines, or any available opportunities, Schools of Choice is located in the library.</i></p> <p> <input type="checkbox"/> S.E.A.T. <input type="checkbox"/> Hardship <input type="checkbox"/> Out of Parish <input type="checkbox"/> Schools of Choice <input type="checkbox"/> SPED <input type="checkbox"/> ESL <input type="checkbox"/> School Choice <input type="checkbox"/> Homeless <input type="checkbox"/> Employee Transfer </p> |
| | <p>8. Do you have Legal Custody Papers for this student? <input type="checkbox"/> No, continue to question #10. <input type="checkbox"/> Yes, if parents are separated OR divorced, Legal Custody Papers signed by a judge with docket #, indicating the domiciliary parent is needed. If student lives with someone other than the parents listed on the student's birth certificate, Legal Custody Papers signed by a judge with docket #, indicating guardianship is required.</p> |
| | <p>9. Immunization (shot) Records (new to LPSS students only) If needed or you would like to verify shots are up to date, stop at Room #105. Additionally, if your student has medical needs stop by Room #105 to set up a nursing appointment.</p> |
| | <p>10. Social Security Card (new to LPSS students only) If you do not have this item and are in need of assistance, please report to Child Welfare and Attendance in the front lobby.</p> |
| | <p>11. Birth Certificate (new to LPSS students only) If you do not have this item and are in need of assistance, please report to Child Welfare and Attendance in the front lobby.</p> |
| | <p>12. The following information is needed for students who were NOT enrolled in a Lafayette Parish school last year. If you have these items, please provide them, if not, they can be obtained at a later date or through a records request by the school at which the student is registering.</p> <p> <input type="checkbox"/> Withdrawal Form from Previous School (officially withdrawing from prior school) <input type="checkbox"/> Last Report Card <input type="checkbox"/> Transcript (High School Only) and must be current <input type="checkbox"/> LEAP Results (if coming from a Louisiana school) <input type="checkbox"/> Discipline and Expulsion Records (current school year) Note: If your child was expelled in another district or sent to an alternative school for disciplinary reasons, LPSS must uphold the determination from that district's hearing. </p> |
| | <p>13. Child Nutrition Services provides Meal Benefits Applications for free or reduced price meals, meal prices, payment options, and diet modifications for student meals. If you need information on student meal services, online payment options, and/or assistance in completing a Meal Benefit Application, please report to that area in the Cafeteria.</p> |
| <p>AM Bus # _____ PM Bus # _____</p> | <p>14. How will this student get to school in the morning? <input type="checkbox"/> walk <input type="checkbox"/> car rider <input type="checkbox"/> bus How will this student get home from school? <input type="checkbox"/> walk <input type="checkbox"/> car rider <input type="checkbox"/> bus If the student is a bus rider, the Transportation staff is available in the library to help determine your student's bus stop and bus driver. Stop here if your child plans to ride the bus.</p> |

Once you have completed this checklist and the student registration form and have visited all of the necessary departments, please report to the **CAFETERIA** for document verification and zoning.

Once your documents have been verified and this student is assigned a school, report to the **LIBRARY** for your student's information to be input by the **DATA ENTRY STAFF** so that the school will be able to complete the enrollment process by creating a schedule for the upcoming year.

What next? Upon completion of the registration process, your packet with all completed forms and required documents will be collected and distributed to the school in which your child is being registered. The next step for you is to check with your school regarding orientation and first day procedures.