



2024-2025 STPPS STUDENT REGISTRATION INFORMATION

Registration Documents

Here are the documents you will need to register your child.

- **State-Certified Birth Certificate**
- **Immunization Record**
- **Social Security Card**
- **Report Card/Records from Last School (If Applicable)**

■ **Proof of Residency (Address)**

Provide 3 of the documents listed below. Documents must be most current and list name of legal parent/guardian (on birth certificate or court appointed) and street address.

At least ONE document must be from this list:

- a current utility bill dated within the last 30 days (electric, natural gas, water or propane/butane) **and / or**
- a property tax bill listing homestead exemption **or**
- a signed real estate lease agreement from a real estate office, apartment complex or mobile home property, not from an individual

Other documents may be selected from this list:

- paycheck stub
- car insurance declarations page
- vehicle registration
- bank statement
- voter registration card
- state/federal support services
- current year W-2 form
- most recent federal or state income tax return
- cable or satellite bill dated within the last 30 days

Other documents may be required at the time of registration including custody papers or income verification for Pre K students.

Online Registration

Window 1
March 4 – May 17

Window 2
Opens July 24

- Step 1** Gather documents and visit www.stpsb.org/register
- Step 2** Complete online registration and upload documents in the portal
- Step 3** Receive email confirmation

In-Person Registration

July 30-31 from 9am to 1pm
At the School the Child Will Attend

Find School Your Child Will Attend

To find the school your child will attend, go to www.stpsb.org/findmyschool and type in your street address (without city and state).

Transferring STPPS Schools

Current STPPS students do not have to register again unless transferring to a different school in a different attendance zone due to moving.

Apply for Pre K

The first step to attend STPPS Pre K is to complete the online application at www.stpsb.org/prek.

All families seeking free or paid tuition spots must apply online. Once eligibility is determined, an STPPS Pre K staff member will notify families of next steps for registering.

To qualify for free Pre K, a child must be 4 years old on or before September 30, live within the attendance boundary of the school and meet income requirements. Paid tuition spots may be available for those who do not meet the income requirements if all seats are not filled.

For Pre K information, call the STPPS Pre K Office at 985-898-3306 or visit www.stpsb.org/prek.

Registering Kindergarten Students

A child must be 5 years old by September 30 to be eligible for kindergarten. Students who were enrolled in an STPPS Pre K program during the previous school year do not need to register again for kindergarten if they will be attending the same school.

Registering First Grade Students

A child must be 6 years old by September 30 to be eligible for first grade. Students who attended and completed a public school kindergarten during the previous school year will not be required to register again for the first grade. To enroll in first grade, a student must have proof of attendance at a full-day public or private kindergarten for a full academic year or have passed academic readiness screening.

Registering High School Students

Students registering for high school should provide their most recent final report card and transcript at the time of registration. If registering before the end of the school year, the final report card and updated transcript will need to be provided to the school to complete registration.

Visit www.stpsb.org/register or contact the school your child will attend for more information or assistance with registration.

