



St. Mary Parish Public Schools

ENROLLMENT & RESIDENCE VERIFICATION

COMPLETE STUDENT DEMOGRAPHIC INFORMATION

STUDENT	RACE	GRADE	DOB
MOTHER		PHONE	
FATHER		PHONE	
COURT-ORDERED LEGAL GUARDIAN (IF APPLICABLE)		PHONE	
PHYSICAL ADDRESS			
MAILING ADDRESS			

PROVIDE REQUIRED DOCUMENTS

STUDENT IN CUSTODY OF LEGAL GUARDIANS

COURT ORDERS OF LEGAL CUSTODY DEPT. OF CHILD & FAMILY SERVICES PLACEMENT LETTER

FIRST-TIME ENTRY INTO ST. MARY PARISH PUBLIC SCHOOLS

OFFICIAL BIRTH CERTIFICATE OR SEALED COPY OF BIRTH CERTIFICATE

IMMUNIZATION RECORD

SOCIAL SECURITY CARD

DROP/RELEASE AND ACADEMIC RECORDS FROM PREVIOUS SCHOOL

CURRENT DRIVER'S LICENSE OR STATE-ISSUED PHOTO ID OF PARENT/LEGAL GUARDIAN

RESIDENCE VERIFICATION—NEW AND RETURNING STUDENTS—SEE OPTION 1, 2, & 3

OPTION 1: HOMEOWNERS & RENTERS 1 FROM GROUP A AND 1 FROM GROUP B		OPTION 2: RESIDENCE HAS NOT BEEN ESTABLISHED- PARENT/GUARDIAN IS LIVING WITH A HOMEOWNER/RENTER	
GROUP A <input type="checkbox"/> MORTGAGE STATEMENT <input type="checkbox"/> TAX BILL <input type="checkbox"/> DEED <input type="checkbox"/> HOMESTEAD EXEMPTION <input type="checkbox"/> NOTARIZED LEASE OR RENTAL AGREEMENT GROUP B <input type="checkbox"/> ELECTRICITY BILL (within last 30 days) <input type="checkbox"/> WATER BILL (within last 30 days) <input type="checkbox"/> CABLE BILL (within last 30 days) <input type="checkbox"/> GAS BILL (within last 30 days) <input type="checkbox"/> CITY UTILITIES (within last 30 days)		HOMEOWNER/RENTER WILL COMPLY WITH GROUP A & B TO ESTABLISH ATTENDANCE ZONE OF THE DWELLING, AND PARENT/GUARDIAN WILL PRESENT TWO OF THE FOLLOWING DOCUMENTS VERIFYING RESIDENCE IN THE DWELLING. <input type="checkbox"/> CURRENT DRIVER'S LICENSE OF PARENT/LEGAL GUARDIAN <input type="checkbox"/> WIC DOCUMENTS <input type="checkbox"/> SNAP DOCUMENTS <input type="checkbox"/> FOOD STAMP DOCUMENTS <input type="checkbox"/> DISABILITY CHECK <input type="checkbox"/> TAX DOCUMENTS <input type="checkbox"/> SOCIAL SECURITY DOCUMENTS <input type="checkbox"/> MEDICAID DOCUMENTS <input type="checkbox"/> CURRENT VOTER'S REGISTRATION CARD	
OPTION 3: PROOF OF RESIDENCE CANNOT BE PRESENTED UPON ENROLLMENT			
<input type="checkbox"/> HOME VISIT REQUIRED	<input type="checkbox"/> SRO HOME VISIT RESULTS ATTACHED	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
NOTE: IF HOME VISIT RESULTS IN AN APPROVAL, VERIFICATION OF RESIDENCE OPTION 1 OR 2 REQUIRED WITHIN 30 DAYS.			