OPSB Registration Requirements

Child Welfare & Attendance
910 Thomas Road
West Monroe, LA 71292
318-432-5610

New Enrollment	Affidavit Enrollment (You live with someone and the bills are in the other person's name)	Out-of-Zone Enrollment
1. Go to CWA to prove residency in parish with 2 of the following documents in hand: - Copy of lease/mortgage - Copy of water bill - Copy of electric bill - Copy of garbage bill - Copy of cable bill	1. Download affidavit form from opsb.net or pick up a copy at CWA 2. Take affidavit and both occupants get it notarized 3. Take the notarized form to CWA along with the following documents: -Copies of both occupant's driver license in hand -Copies of 2 of the following documents in hand: - Copy of lease/mortgage - Copy of water bill - Copy of electric bill - Copy of garbage bill - Copy of cable bill	1. If **out of district**, get a release letter from your zoned district. Or If **in OPSB district**, go to step 2. 2. Go to school you are wanting to attend and get principal's approval 3. Take letter/approval to CWA along with 2 of the following documents in hand: - Copy of lease/mortgage - Copy of water bill - Copy of electric bill - Copy of garbage bill - Copy of cable bill

After receiving permission to enroll documents from CWA, you will take the document from CWA to the school to enroll along with the student's birth certificate, immunization record, and social security card.