



1600 North 7th Street ◦ West Monroe, Louisiana 71291 ◦ Phone: (318) 432-5000 ◦ www.opsb.net

How to Enroll in Our District

From Within the Parish

If you have moved and need to **register** your child **from one Ouachita Parish School to another Ouachita Parish School**, you will complete the following steps:

1. Go to the school your child attended and request a drop slip.
2. Bring to Child Welfare and Attendance (CWA) at 910 Thomas Road, West Monroe, LA 71292, the following documents: picture identification of the parent/guardian **and two proofs of residency: mortgage/lease and 1 current utility bill or 2 current utility bills**. Current means within the last 45 days.
3. Take the documents from CWA to the new-zoned school assigned with the child's birth certificate, social security card, and immunization record along with the drop slip from the school attended.

From Within the State

If you have moved into Ouachita Parish School Zone from within the state of Louisiana, you will complete the following steps:

1. Bring to Child Welfare and Attendance (CWA) at 910 Thomas Road, West Monroe, LA 71292, the following documents: picture identification of the parent/guardian **and two proofs of residency: mortgage/lease and 1 current utility bill or 2 current utility bills**. Current means within the last 45 days.
2. Take the documents from CWA to the school assigned by CWA with the child's birth certificate, social security card, and immunization record, along with previous school report card or drop slip.

From Out of State

If you have moved and need to register your child from another state to Ouachita Parish, you will complete the following steps:

1. Bring to Child Welfare and Attendance (CWA) at 910 Thomas Road, West Monroe, LA 71292, the following documents: picture identification of the parent/guardian **and two proofs of residency: mortgage/lease and 1 current utility bill or 2 current utility bills**. Current means within the last 45 days.
2. Take the documents from CWA to the school assigned by CWA with the child's birth certificate, social security card, and immunization record, along with previous school report card or drop slip.

IF YOU DO NOT HAVE proof of residency in your name, you must complete an affidavit that is notarized along with the picture identification of the residence owner/renter.