



St. Mary Parish Public Schools

ENROLLMENT & RESIDENCE VERIFICATION

STUDENT DEMOGRAPHIC INFORMATION

STUDENT	RACE/ETHNICITY	GRADE	DATE OF BIRTH
MOTHER	MOTHER'S PHONE		
FATHER	FATHER'S PHONE		
COURT-ORDERED LEGAL GUARDIAN (IF APPLICABLE)	LEGAL GUARDIAN'S PHONE		
PHYSICAL ADDRESS		MAILING ADDRESS	

REQUIRED DOCUMENTS

➔ FIRST-TIME ENTERING 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 LOUISIANA DRIVER'S LICENSE OR LOUISIANA STATE-ISSUED PHOTO ID OF PARENT/LEGAL GUARDIAN

➔ STUDENT IN CUSTODY OF LEGAL GUARDIAN

- ☐ COURT ORDERS OF LEGAL CUSTODY
- ☐ DEPARTMENT OF CHILD & FAMILY SERVICES PLACEMENT LETTER

➔ RESIDENCE VERIFICATION – NEW & RETURNING STUDENTS – SEE OPTIONS BELOW

OPTION 1: HOMEOWNERS & RENTERS ___ 1 GROUP A DOCUMENT AND 1 GROUP B REQUIRED GROUP A (CHOOSE 1) ☐ MORTGAGE STATEMENT ☐ PROPERTY TAX STATEMENT ☐ DEED ☐ HOMESTEAD EXEMPTION ☐ CURRENT LEASE OR RENTER AGREEMENT GROUP B (CHOOSE 1) ☐ ELECTRICITY BILL WITHIN LAST 30 DAYS ☐ WATER BILL WITHIN LAST 30 DAYS ☐ CABLE BILL WITHIN LAST 30 DAYS ☐ GAS BILL WITHIN LAST 30 DAYS ☐ OTHER CITY UTILITY BILL WITHIN LAST 30 DAYS *SERVICE ADDRESS MUST BE NOTED ON THE BILL	OPTION 2: PARENT/LEGAL GUARDIAN RESIDES WITH A HOMEOWNER/RENTER (DOUBLED UP, MULTI-FAMILY HOMES) ☐ GROUP A & B DOCUMENTS FROM HOMEOWNER/RENTER LIST ☐ TWO DOCUMENTS (OPTIONS BELOW) FROM THE PARENT/LEGAL GUARDIAN TO SAME ADDRESS ☐ CURRENT'S DRIVER'S LICENSE ☐ LOUISIANA STATE-ISSUED PHOTO ID ☐ WIC DOCUMENTS ☐ SNAP DOCUMENTS ☐ FOOD STAMP DOCUMENTS ☐ DISABILITY DOCUMENTS ☐ SOCIAL SECURITY DOCUMENTS ☐ MEDICAID DOCUMENTS ☐ CURRENT VOTER'S REGISTRATION CARD ☐ OTHER OFFICIAL STATE OR FEDERAL DOCUMENTS
OPTION 3: PROOF OF RESIDENCE CANNOT BE PRESENTED UPON ENROLLMENT – HOME VISIT REQUIRED ☐ SRO RESIDENCE VERIFICATION VISIT ATTACHED NOTE: IF HOME VISIT BY SRO RESULTS IN AN APPROVAL, VERIFICATION OF RESIDENCE, OPTION 1 OR 2, IS REQUIRED WITHIN 30 DAYS.	

☐ APPROVED

☐ DENIED