

You and I...
We are



13855 River Road | Luling, LA 70070

985.785.6289

WeAreSCPPS.org



TEMPORARY RESIDENCY VERIFICATION

Dear Applicant:

If you and your family are residing with a legal resident of St. Charles Parish, you must complete the Temporary Residency section when completing the online registration. All original required documents should be completed and placed in a sealed envelope and either mailed to the School Board Office, Attn: Student Services Department, 13855 River Road, Luling, LA 70070 or submitted to the lobby receptionist at the School Board office. **Parents or legal guardians who have an active current residence outside of St. Charles Parish are not eligible to apply for temporary residency.**

You will need to provide the following required school registration documents:

1. Proof of custody if the child is **not** living with biological parents or parents are divorced.
The custody document **must be signed and dated by a judge.**
The document must name the applicant as the physical, custodial, or domiciliary parent.

2. Proof of residency:
If you are living with someone who is renting, you must present a copy of the legal resident's lease & one current utility bill (Electric, Gas or Water only). All persons' names (adults & children) must be included on the lease. All documents must be printed and attached to the application. No documents via email will be accepted.

If the legal resident is not renting, you must present two current utility bills (Electric, Gas, and Water only) showing the legal resident's name and physical address. (No Cable or Phone bills will be accepted.)

Verification of Identity for both the legal resident and parent/guardian. The address on the enrolling parent's or legal guardian's official ID is required to match the physical address of their St. Charles Parish proof of residency address. (Driver's License, Military ID, State ID). **Expired identification will not be accepted.**

3. Temporary Residency Verification Form:
This form must be completed, signed by both the parent and the legal resident and notarized by a licensed notary which must consist of signature, commission number and expiration date before submitting for review.

The Temporary Residency process must be completed upon original enrollment and renewed annually (every year). Parents and legal guardians of Head Start students shall provide proof of residency at the initial enrollment into the Head Start Program. Head Start enrollees, ages 3 & 4 shall provide proof of residency when transitioning to kindergarten.

The Temporary Residency packet will not be accepted if application is not completed entirely. You will receive notification once your Temporary Residency is approved. If your application requires further review, you will receive a phone call from our Enrollment Technician. Please call the Student Services/CWA Office at 985-240-7319 for support.

Sincerely,

Erin Crisham
Director of Student Services
Revised 1/2026

SCHOOL BOARD MEMBERS

SUPERINTENDENT

Ellis A. Alexander
DISTRICT 1

Scott Cody
DISTRICT 3

John L. Smith
DISTRICT 5

Art Aucoin
DISTRICT 7

Ken Oertling, Ed.D.

Ray Gregson
DISTRICT 2

Karen L. Boudreaux
DISTRICT 4

Becky D. Weber
DISTRICT 6

Alex L. Suffrin
DISTRICT 8

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DATA COLLECTION FORM

You must complete and return this form as part of your Temporary Residency Application.

I. Student Information: School Year: _____

(1) Name: _____ Birth Date _____
Gender (Circle) M F Grade _____ Last School Attended _____
Parish and State of Last School Attended _____
School of your child's Temporary Residency address: _____

(2) Name: _____ Birth Date _____
Gender (Circle) M F Grade _____ Last School Attended _____
Parish and State of Last School Attended _____
School of your child's Temporary Residency address: _____

II. Parents/Guardian and Residency Information:

Student permanently resides with (Circle one of the following):

Both biological parents Mother only Father only Legal Guardian Other

Please circle any/all statements below that apply to biological parents:

Biological parents are: Legally married Divorced Separated Never married

Parent/ Guardian

Name: _____

Current physical address: _____

Street number, apartment number, city, state, zip

Prior address:

Street number, apartment number, city, state, zip

Contact Number: _____ Email: _____@_____

Please print the name of legal resident you are currently living with: _____

Parent/Guardian Signature

Date

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Temporary Residency Verification Form

A. Parent/Legal guardian must complete this section:

School Year: _____

I _____, legal guardian of _____,
(Parent/Legal Guardian) (Students Name) (Students Name)
_____, _____ verify that we reside with _____ at
(Students Name) (Students Name) (Legal Resident)

physical address _____
(House Number and Street) (City, State)

Mailing address: _____
(If different from physical address) (City, State)

B. Legal resident must complete this section:

I, _____ legal resident of St. Charles Parish, verify that
(Legal Residents Name)
_____ and the above named children reside with me
(Parent/Legal Guardian)
at _____
(Physical street address and City) (contact number)

R. S. 14:125 False Swearing (LOUISIANA LAW)

False swearing is the intentional making of a written or oral statement, known to be false, under sanction of an oath or an equivalent affirmation, where such oath or affirmation is required by law; provided that this article shall not apply where such false statement is made in, or for use in, a judicial proceeding or any proceeding before a board or official, wherein such board or official is authorized to take testimony. Whoever commits the crime of false swearing shall be fined not more than five hundred dollars(\$500.00), or imprisoned for not more than one year, or both.

X _____ **X** _____
Parent/Guardian/Applicant Signature Legal Resident Signature

- We attest that we have read and reviewed the false swearing law above and that all information and documents presented are current, true and correct.
- We understand that prior to the first day of school, this form must be completed at the initial enrollment at all grade levels and renewed annually (**every year**). We will immediately notify the school(s) if our residency status changes.
- We understand that if the information and/or documents are found to be untrue or Fraudulent, the permission for attendance shall be revoked.
- We understand and agree to allow a representative from the Child Welfare & Attendance Office to conduct a home visit at the address in and out of St. Charles parish to verify the information presented.
- We understand and agree to allow a representative from the St. Charles Parish Public School Board Office to verify the information presented. Providing false or unverifiable information may result in your child being excluded from attending school in St. Charles Parish Public School system.
- We understand and agree that verification of residency in and out of St. Charles Parish may include, but is not limited to, electronic Verification of residency by a public records check (i.e. tax assessor records, etc.) as deemed necessary.
- We attest that the parent/guardian and above listed children are currently residing/sleeping at the above listed residence on a daily basis.

Signatures:

Notary Seal

Legal Resident Date

Sworn to and subscribed before me
on this ____ day of _____, 20__.

Parent/Guardian- Applicant Date

Notary Public Signature
Notary Public No: _____
Commission Expires: _____

Revised: 01/2026