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## **2009-2010 FALL REGISTRATION ANNOUNCED BY ST. TAMMANY PARISH PUBLIC SCHOOLS**

Registration for all students entering the St. Tammany Parish public schools for the first time during the 2009-2010 session will be held at the school the student will attend. Students changing schools within St. Tammany Parish (other than students going to another school because of grade promotion), students who are entering the School System from home schooling, and parents or court-appointed guardians who do not have the required proof of residency must complete an Assignment/Transfer Request Form at one of the Child Welfare and Attendance Offices. They must obtain an Assignment Letter from this office before registering at the school they will attend.

Every child, as a prerequisite to enrollment in any first grade of a public school, shall meet one of the following criteria: have attended a full-day public or private kindergarten for a full academic year; or have satisfactorily passed academic readiness screening at the time of enrollment for first grade. Students who have completed kindergarten at an accredited private school must furnish proof of attendance. Any child born **before** October 1, 2003, will be eligible for the first grade, and any child born **before** October 1, 2004, will be eligible for kindergarten.

### **Registration Schedule**

The hours of registration will be **9:00 a.m. until noon** on the dates listed:

July 27, 2009  
Monday

Covington Elementary School  
Covington High School  
Fifth Ward Junior High School  
Folsom Junior High School  
Fontainebleau High School  
Honey Island Elementary School  
Lake Harbor Middle School  
Lee Road Junior High School  
Little Oak Middle School  
Mandeville Middle School  
Northshore High School– 1<sup>st</sup> Registration

July 29, 2009  
Wednesday

Abita Springs Elementary School  
Abney Elementary School  
Alton Elementary School  
Bayou Lacombe Middle School  
Bayou Woods Elementary School  
Boyett Junior High School

Brock Elementary School  
Carolyn Park Middle School  
Clearwood Junior High School  
Cypress Cove Elementary School  
Florida Avenue Elementary School  
Folsom Elementary School  
Fontainebleau Junior High School  
Lyon Elementary School  
Madisonville Elementary School  
Magnolia Trace Elementary School  
Mandeville Elementary School  
Mandeville High School  
Marigny Elementary School  
Monteleone Junior High School  
Northshore High School– 2<sup>nd</sup> Registration  
Pearl River High School  
Pine View Middle School  
Pontchartrain Elementary School  
Riverside Elementary School  
St. Tammany Junior High School  
Salmen High School – last names A-L  
Slidell High School  
Slidell Junior High School  
Tchefuncte Middle School  
Whispering Forest Elementary School  
William Pitcher Junior High School  
Woodlake Elementary School

July 30, 2009  
Thursday

Abita Springs Middle School  
Bonne Ecole Elementary School  
Chahta-Ima Elementary School  
Creekside Junior High School  
Lakeshore High School  
Little Pearl Elementary School  
Madisonville Junior High School  
Mandeville Junior High School  
Salmen High School– last names M-Z  
Sixth Ward Elementary School

## **Registration Requirements**

The following items are required for student registration:

1. State Certified Birth Certificate
2. Proof of Residency
3. Social Security Card
4. Health Record of Required Immunization
5. Report Card/Records from last School/LEAP results (for in-state transfer)
6. Assignment Letter (if applicable)
7. Custody Papers (if applicable)

**State Certified Birth Certificate.** Those who do not have a birth certificate may contact a St. Tammany Parish School Board Annex in their area for information on how to obtain one. Contact the Covington Annex at 985-898-3370 or the Slidell Annex at 985-646-4917.

**Proof of Residency.** Proof of Residency must be established, using at least three of the documents listed below. Documents that are suspect or inconclusive may be disallowed and additional documentation may be required. All documents must be the most current available.

Documentation may consist of a current utility bill (butane, electric, gas, water, cable, or satellite), the current year W-2 form, the most recent federal or state income tax return, a vehicle insurance print-out from the parent's or guardian's insurance company, a signed residential building contractor agreement, a signed real estate lease agreement, or signed mortgage loan documentation. All documents must show the name of the parent or guardian, the utility service address (if using utility bills), and the street or road address of residence. Lease agreements must show street or road location and must be from a real estate office, apartment complex, or mobile home property, not from an individual.

**U. S. Post Office box numbers, printed checks, or drivers' licenses are NOT considered proof of residency.**

**Social Security Card.** The Social Security number serves as a student identification number on all records. The Social Security number written on a piece of paper cannot be accepted.

**Health Record.** State Law requires that all children attending school in the State of Louisiana have the following immunizations. This requirement includes students in pre-kindergarten through grade 12. Included are students who are coming into the St. Tammany Parish Public School System from another parish, state, or nonpublic school.

1. **DTP** (Diphtheria, Tetanus and Pertussis or Whooping Cough) – A minimum of four (4) doses is required. The last DTP or a booster is to be given after the fourth birthday.
2. **Polio** – A minimum of three (3) doses is required. The last polio or booster is to be given after the fourth birthday.
3. **MMR** (Measles, Mumps and Rubella) - One (1) dose is required at twelve to fifteen months of age. A second MMR is required before entry to school.
4. **Hepatitis B** – Three (3) doses are required for first time enrollees into Louisiana public schools.
5. **HIB** – Four (4) doses or proof of at least one dose after fifteen (15) months of age are required for pre-kindergarten and noncategorical students to enter school.
6. **Varicella** (Chickenpox) – Two (2) doses or a history of the disease is required for pre-kindergarten and kindergarten.
7. **MCV4** (Meningococcal Conjugate) – Required for all students entering grade 6 or eleven (11) years old in any other grade. These students must also have proof of booster doses of Tdap, MMR, and Chickenpox.

**Dates of the above required immunizations must be recorded on an official immunization form and presented to the school at the time of registration.** Contact the Slidell Health Unit at (985) 646-6445, the Covington Community Wellness Center at (985) 871-6030, the Greater New Orleans (GNO) Immunization Network Mobile Unit at (504) 733-3268 for immunization information.

**The immunization policy of the St. Tammany Parish School Board dictates that no child be allowed to enter school without proof of immunizations.**

**Report Card/Records from Last School/LEAP Results.** To ensure correct grade placement of new students, a report card and standardized test reports from the last school the student attended must be presented. Students entering fifth and ninth grades from in-state public, nonpublic or any home schooling program are required to show evidence that they have passed the English/Language Arts and the Mathematics sections of the LEAP (Louisiana Educational Assessment Program) test, as mandated by the State of Louisiana. All students entering grades other than fifth and ninth from home-school programs are required to take the home-school re-entry test. For more information about the LEAP requirements, contact the St. Tammany Parish Public School System Testing Coordinator at (985) 898-6481.

**Assignment Letter.** Students who are transferring within the St. Tammany Parish Public School System (other than those being promoted to a higher grade from feeder schools), students who are entering the School System from home schooling, and parents or court-appointed guardians who do not have the required proof of residency (see Proof of Residency for requirements) must obtain assignment letters from a St. Tammany Parish School Board Annex in their area. Contact the Covington Annex at (985) 898-3370 or the Slidell Annex at (985) 646-4917 for additional information. The Child Welfare and Attendance offices are located at 406 East Boston Street in Covington and 980 Ninth Street in Slidell.

**Custody Papers.** Parents or guardians granted custodial rights of a student must present at registration the custody papers granted through a court system.

**All public schools in St. Tammany Parish will open Friday, August 7, 2009.**

## **PRE-KINDERGARTEN REGISTRATION**

Pre-kindergarten classes are being offered at 21 school sites during the 2009-2010 school year for four-year-old children who meet program criteria. Registration for all classes will be held at the school the child will attend, with the exception of Marigny Elementary School. Registration for Marigny Elementary School will be held at Magnolia Trace Elementary School. The schools and registration dates are as follows:

Monday, July 27, 2009	Whispering Forest Elementary School
Wednesday, July 29, 2009	Bonne Ecole Elementary School Chahta-Ima Elementary School Covington Elementary School Fifth Ward Jr. High School Lee Road Jr. High School Little Pearl Elementary School Sixth Ward Elementary School
Thursday, July 30, 2009	Abita Springs Elementary School Abney Elementary School Alton Elementary School Bayou Woods Elementary School Brock Elementary School Florida Avenue Elementary School Folsom Elementary School Lyon Elementary School Madisonville Elementary School Mandeville Elementary School

Marigny Elementary School (will be held at Magnolia  
Trace Elementary School)  
Pontchartrain Elementary  
Woodlake Elementary

To qualify for any regular education pre-kindergarten class, a child must meet the following criteria:

1. has reached four years of age (48 months) before October 1, 2009;
2. resides within the attendance area served by the school site; and
3. has a family who agrees to participate in activities associated with the program and who will sign a contract stating that agreement

In addition to the other documents required for registration, pre-kindergarten applicants must provide income verification – using at least one of following documents: Food Stamp Card, TANF eligibility, McKinney Vinto eligibility, most current W-2 form, or two most recent pay stubs.

Other criteria must be met for some pre-kindergarten programs. For specific information about student eligibility, placement or the screening process call the St. Tammany Parish Pre-Kindergarten Office at 898-6483, ext. 208. Families who do not meet income eligibility may be charged \$400 tuition per month to attend a pre-kindergarten class.

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