



## Student Registration FAQ's

### **What school will my child attend?**

[View the school attendance boundary maps](#) located on the district website, contact the Covington Annex at 985.898.3370 or Slidell Annex at 985.646.4917, or go to the [Bus Transportation page](#) and type in the address (without the city and state) to find assigned schools.

### **My child is starting school for the first time at the beginning of next school year. When and where will registration take place?**

Fall registration is held in late July or early August of each year for all students. Early registration for Pre-Kindergarten, Kindergarten and first grade students is held in the Spring. Specific registration information appears in local newspapers, the School System website, the [district's mobile app](#) and also is provided at the School Board Annex Offices and schools.

### **My child is entering the St. Tammany Parish Public School System for the first time after school has started. How do I register him/her?**

Parents wishing to register their children after the school year begins may visit the school where their children will attend to register.

### **Does the parent or guardian need to be present to complete the registration process?**

Only a parent or court-appointed guardian may register a student. Court-appointed guardians must provide custody papers at the time of registration.

### **Does my child qualify for the Pre k program?**

To qualify for a regular education Pre K class, a child must be four years old by September 30th, meet income requirements and live in the attendance area served by the school.

In order to qualify for St. Tammany Parish Public School Pre K at no cost, families must provide one of the following documents to determine income eligibility: food stamp eligibility letter (SNAP), noting case certification period and the child's name, two consecutive check stubs within two months of completing income verification for each working adult supporting the family (eligibility is based on total household income), monetary determination letter from the Workforce Commission of LA (if unemployed), or current foster care placement agreement from DCFS. For more information, visit the [Pre K webpage](#) or call the St. Tammany Parish Early Childhood Office at 985.898.3306.

### **How old does my child need to be to enter Kindergarten or first grade?**

Children must be five years old before October 1 to be eligible for kindergarten and must be six years old before October 1 to be eligible for first grade.

### **Does my child have to attend Kindergarten before enrolling in first grade?**

To enroll in first grade a student must have proof of attendance at a full-day public or private kindergarten for a full academic year or have passed academic readiness screening at the time of enrollment at the school.

### **What if I don't have my child's birth certificate?**

Contact the Vital Records Department in the state where the child was born to get a copy. If the child was born in Louisiana, the parent/guardian can get a copy of the birth certificate by visiting the St. Tammany Clerk of Court's Office at the Towers Building in Slidell at 520 Old Spanish Trail and the St. Tammany Parish Justice Center (Courthouse) in Covington at 701 N. Columbia St.

**My child is transferring to a different school in the district. How do I withdraw him/her from the current school and register at the new school?**

Students changing schools within the St. Tammany Parish Public School System (other than students going to another school because of grade promotion) must withdraw from the school they are currently attending and bring the withdrawal documentation and three documents needed for proof of residency (address) to the new school during registration.

If you do not have the three documents needed for proof of residency, contact the Covington Annex at 985.898.3370 or Slidell Annex at 985.646.4917 before withdrawing and prior to attempting registration at the new school.

**My child is entering the St. Tammany Parish Public School System from a home study or non-accredited private school. How do I register?**

Follow the registration procedures for students entering the St. Tammany Parish Public School System for the first time.

Students enrolling in grades 9-12 may take proficiency tests to obtain Carnegie credit for previously completed courses. See the [guidelines](#) and complete the [exam application](#) which must be submitted to the school the child will attend. If you have any questions about proficiency testing, please contact the Proficiency Testing Office at 898-3313.

**I can't find my child's social security card. How can I get a replacement card?**

Contact the [Social Security Administration](#) to get a replacement card.

**What immunizations (shots) does my child need before entering school?**

Louisiana law requires children age four or older have proof they have received the following vaccinations at the time of registration and prior to school entry: a booster dose of Poliovirus vaccine (IPV), two doses of Measles, Mumps, Rubella vaccine (MMR), three doses of Hepatitis vaccine (HBV), two doses of Varicella (chicken pox) vaccine (Var), and a booster dose of Diphtheria Tetanus Acellular Pertussis vaccine (DtaP).

Children who are 11 or older and are entering the sixth grade this year must have proof they have received all of the age-appropriate immunizations listed above, and at this age, children also need proof of receiving Meningococcal (meningitis) vaccine and Tetanus Diphtheria Acellular Pertussis vaccine (Tdap). Dates of the required immunizations must be recorded on an official immunization form and presented to the school at the time of registration. Refer to [La. R.S. 17:170](#) for additional provisions on immunization requirements.

**My child hasn't had the required immunizations (shots). Where can I get more information or assistance?**

Contact the Slidell St. Tammany Community Health Center at 985.607.0400, Covington Community Wellness Center at 985.871.6030 or the Greater New Orleans (GNO) Immunization Network Mobile Unit at 504.733.3268 for immunization information or assistance.

**What documents do I need bring to registration to verify my residency (address)?**

Please bring at least 3 documents that verify the street address of your residence. *All documents must be the most current available and list the name of the parent or legal guardian and the street address.*

At least one of the documents must be a current utility bill dated within the last 30 days (electric, water, natural gas or propane/butane), a property tax bill listing homestead exemption, or a signed real estate lease agreement from a real estate office, apartment complex or mobile home property, not from an individual.

The other documents may include the following: paycheck stub, car insurance declarations page, vehicle registration, bank statement, voter registration card, state/federal support services, current year W-2 form or most recent federal or state income tax return or a cable or satellite bill dated within the last 30 days.

**What if I don't have all of the documents needed to verify my residency (address)?**

Contact the Covington Annex at 985-898-3370 or Slidell Annex at 985.646.4917 for assistance.

**Can the documents I bring to registration to verify my address be in my spouse's name?**

If the spouse whose name is listed on the address verification documents is the child's parent or legal guardian, the documents will be accepted. If the spouse is not the child's parent or legal guardian, the address verification documents will only be accepted if you also provide a marriage certificate listing your name and your spouse's name.

**What custody papers do I have to provide at registration?**

Parents or guardians granted custodial rights of a student must present at registration the custody papers granted through a court system. Notarized Provisional Custody or Custody by Mandate are not generally accepted.

**Does citizenship or homeless status affect my child being registered for school?**

This school district will comply with all laws relating to the enrollment and education, as far as practicable, of all students regardless of their citizenship or homeless status. The document requirements for registration and enrollment will not be used to adversely affect any student from receiving an education regardless of their citizenship or homeless status.

**What if my child was born outside of the United States and was never issued a birth certificate?**

If the child was never issued a birth certificate, a substitute such as Religious Certificate, Entry in family bible, Adoption record, Affidavit from parent or guardian, previously verified school records or Foreign Certificate of Birth may be provided.

**What if my child doesn't have a social security number or card?**

If no Social Security card is available, the student will be assigned an alternate identification number. The inability or failure of the student, parents or guardians to provide a social security card or number will not, on that basis alone, result in the denial of enrollment, registration or delivery of educational services to any student.

**I have questions about registering my child. Who can I contact for more information?**

For additional information about registration and school attendance boundaries contact the Child Welfare and Attendance offices at the following locations:

**Covington Annex**  
985.898.3370  
706 West 28<sup>th</sup> Avenue in Covington

**Slidell Annex**  
985.646.4917  
980 Ninth Street in Slidell

