

**REGISTRATION PROCEDURES FOR PARENTS:**

August 14, 2017

**1<sup>ST</sup> - 5<sup>TH</sup> GRADE STUDENTS**

- 5. Take your child to his/her classroom.
- 6. Bring the downloaded Registration Packet from our website or get an enrollment packet from one of the persons assigned to each outside door.
- 7. Complete all the necessary forms included in the packet, as well as the attached information form.
- 8. After completing all necessary forms, please locate your child’s class volunteer stationed at conference tables in the following areas and check out:

<b>First and Second Grade</b>	Across from Cafeteria
<b>Third through Fifth Grade</b>	Auditorium

The volunteer will collect:

- ⇒ Enrollment Packet
- ⇒ Material Fee of \$30.00 receipt from payforit.net. If paying by check, a **SEPARATE CHECK** must be written for each child. The deadline for this fee is Friday, August 25. If there are extenuating circumstances in paying fees by the deadline, please see Mrs.Allen or Mrs. Wilburn.

Material Fee of \$30.00 includes fees for enrichment classes and workbooks .

**Other Important Information**

- 4. The school bell rings at 7:35 AM every morning. All students must be in their classroom before the tardy bell rings at 7:45 AM.
- 5. Car riders will be dismissed at 3:10 PM and will go directly to the school cafeteria to await pickup. Please enter the driveway in a single line. Have a large card with your child’s name on it for easy identification for Mrs. Allen. She will call your child’s name to come to the back of the school. Please pull forward as far as you can to await your child. Once your child is in the car, please exit the area slowly. We ask that children be picked up by 3:25 PM. **Parents who arrive after 3:30 must sign children out through the office.**
- 6. Bus students, daycare van students, and walkers will be dismissed at 3:10 and exit the front of the building.
- 7. **The afternoon bus exchange will be held at Mall St. Vincent this year. We will have Eden Gardens personnel at Mall St. Vincent the first few days to assist our students with the exchange.**
- 8. Parent Grade Level Meetings:

Enrichment	August 15	5:30(For Kindergarten parents only)
Kindergarten	August 15	6:00
First Grade	August 15	6:00
Second Grade	August 21	6:00
Third Grade	August 21	6:00
Fourth Grade	August 22	6:00
Fifth Grade	August 22	6:00
Gateway during rotations in 3 <sup>rd</sup> ,4 <sup>th</sup> and 5 <sup>th</sup> .		

# Caddo

parish public schools

## Student Registration Form

*For Office Use Only*

Student # \_\_\_\_\_ Entry Date: \_\_\_\_\_

Entry Code: \_\_\_\_\_ Grade: \_\_\_\_\_ PreK Code \_\_\_\_\_

SSN Copy: YES/NO Birth Certificate: YES/NO Health Card: YES/NO

Country Code: \_\_\_\_\_ Language Code: \_\_\_\_\_ Language Minority? \_\_\_\_\_

ESL notified? YES/NO Proof of address? YES/NO Lunch Code \_\_\_\_\_

Legal document: YES/NO If Yes, Type \_\_\_\_\_

School Name EDEN GARDENS SPRING APPLICATION Year 2017 – 2018

**Student Information (Please print)**

Legal Name \_\_\_\_\_  
Last First Middle

Nickname \_\_\_\_\_ Gender: Male \_\_\_\_\_ Female \_\_\_\_\_

Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Birthplace: \_\_\_\_\_  
mm dd yy City State Country

Primary Ethnicity  White  Black  Hispanic  Asian  Native American/Alaskan  Hawaiian/Pacific Islander  
(Check only one)

Secondary Ethnicity  White  Black  Hispanic  Asian  Native American/Alaskan  Hawaiian/Pacific Islander  
(Check all applicable secondary ethnicities)

Mailing Address \_\_\_\_\_  
(No PO Boxes) Street Apt/Unit/Lot City/State Postal Code

Physical Address \_\_\_\_\_  
(If different from Mailing) Street Apt/Unit/Lot City/State Postal Code

Phone Number: \_\_\_\_\_ Student's Social Security Number: \_\_\_\_\_

If born outside of USA, first entry date into USA to establish residency: \_\_\_\_/\_\_\_\_/\_\_\_\_  
mm dd yy

Home Language Survey

First language learned by student \_\_\_\_\_

Language student uses most often at home \_\_\_\_\_

Language student uses most often with other students \_\_\_\_\_

Language parents use most often at home \_\_\_\_\_

**Previous School History (Please print)**

Last school attended \_\_\_\_\_ Grade \_\_\_\_\_ Exit Date \_\_\_\_\_  
(If not in Caddo)

Address \_\_\_\_\_ City \_\_\_\_\_ Parish/Country \_\_\_\_\_ State \_\_\_\_\_ Private? YES / NO

Did student receive special services at last school? \_\_\_\_\_ If yes, was it  Special Education,  504  Speech  Other If other, list services \_\_\_\_\_

If last school was not in Caddo, has student ever attended a Caddo school? \_\_\_\_\_ Year \_\_\_\_\_

Name of Caddo school attended \_\_\_\_\_

Has student ever been retained? \_\_\_\_\_ If Yes, what grade level(s)? \_\_\_\_\_

**FOR KINDERGARTENERS ONLY:**  
 Did your child attend a PreK program last year? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, select one option below:

Public School PreK  Nonpublic PreK  Licensed Childcare  Family Day Care  Head Start  Tribal School  Home (No PreK)

*Office Use Only*

Records requested? \_\_\_\_\_

Date \_\_\_\_\_

(continued on reverse side)



**Additional Emergency Phone Numbers:**

Caddo Parish School Board requires that we have two additional phone numbers for office information. The additional names must not be parents. Sometimes persons the parents listed on the enrollment form cannot be reached and extra names are needed as a backup. Please help us ensure the safety of your children, should an emergency arise.

Student's Name \_\_\_\_\_ Teacher \_\_\_\_\_

Additional Emergency Numbers: \_\_\_\_\_  
(name) (phone)

\_\_\_\_\_   
(name) (phone)

**Transportation Arrangements:**

Child's Name: \_\_\_\_\_

Today's transportation arrangements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Transportation arrangements for the year:

\_\_\_ My child will ride Bus Number \_\_\_\_\_.

\_\_\_ My child will be picked up by car.

\_\_\_ My child will be picked up by \_\_\_\_\_ daycare.

\_\_\_ My child will walk home.

## SCHOOL BUS INFORMATION



In order to locate your child's bus and bus stop, please adhere to the following directions:

1. Go to [www.caddoschools.org](http://www.caddoschools.org)
2. Select the link at the top labeled, PARENTS
3. Select TRANSPORTATION
4. There is a live (blue) link under the heading, "FIND MY BUS STOP"
  - a. Select the link
  - b. Enter your address (street number and street name)
  - c. Press "GO," and find your child's school name

\*\* The following information will be displayed:

- Bus Stop Location
- Bust Stop Time in the morning and afternoon
- Bus Driver's Name
- Bus Driver's Contact Number

If you have any questions about the information displayed, you are urged to contact the Caddo Public Schools Transportation Department. (318) 603-6535

The transportation department is located at 1961 Midway Avenue, Shreveport, LA 71130.

Dear Parents:

We are excited to announce that as of **AUGUST 4<sup>TH</sup>,2017**, you will be able to pay student fees/club fees, etc. over the internet 24 hours a day, 7 days a week using **PayForIt.net**.

By logging onto [www.payforit.net](http://www.payforit.net), you can easily:

- Set up an account
- Assign your students to your account
- Pay for your student's school fees and activities
- Set email reminders to notify you when your child's school fees are due, monthly statements and other reminders
- Check your child's transaction history

**To set up a NEW account, all you will need is:**

- A copy of your child's CURRENT schedule. If your child has lost their schedule, please have them obtain a new one from the counselor's office.
- Your child's student identification number (from schedule), school, grade, first and last name.
- A valid email address
- A credit card or checking account

**To login to an EXISTING account, all you will need is:**

- Your username(probably your email)
- Your password

If you have forgotten your username and/or password click on "Forgot username or password" and Payforit will email it to you. Please check your junk/spam folders if the email does not show up in your inbox.

Each child in your family can be set up on your account. When you pay for your student's fee or activity, there is a 3.5% charge per credit card transaction and \$1.75 if paid by check. Once you complete the transaction you will receive an email for your records. Please check your junk/spam folders if the email does not show up in your inbox. There is also a history section on the site for easy reference to previous transaction history.

If you have any questions about this new service, please contact your child's school

# CADDO PARISH SCHOOL BOARD

## Louisiana Student Residency Questionnaire Form (Form Must Be Included In School Enrollment Packet)

Date \_\_\_\_\_ District/Parish \_\_\_\_\_ School Name \_\_\_\_\_  
 Student Name \_\_\_\_\_ SSN/ID# \_\_\_\_\_  
 Male/Female \_\_\_\_\_ Date of Birth (D.O.B.) \_\_\_\_\_ Address \_\_\_\_\_  
 Telephone Number \_\_\_\_\_ Last School Attended \_\_\_\_\_ Current Grade \_\_\_\_\_  
 Parent/Guardian/Adult Caring for Student \_\_\_\_\_ Relationship \_\_\_\_\_

*Disclaimer: This questionnaire is intended to address the McKinney-Vento Act. Your child may be eligible for additional educational services through Title I Part A, Title I Part C-Migrant, Individuals with Disabilities Education Act (IDEA) and or Title IX, Part C, Federal McKinney-Vento Assistance Act, 42 U.S.C. 11435. Eligibility can be determined by completing this questionnaire. It is illegal to knowingly make false statements on this form. If eligible, students are to be immediately enrolled in accordance with Bulletin 741, section 341.*

1.  Yes  No Is the student's address a temporary living arrangement? (Note: If this is a permanent living arrangement or the family owns or rents their home, sign under item 9 and submit form to school personnel.)
2.  Yes  No Is the temporary living arrangement due to loss of housing or economic hardship?
3. Where is the student currently living? (Check all that apply)

- In an emergency/transitional shelter.
- Temporarily with another family because we cannot afford or find affordable housing.
- With an adult that is not a parent or legal guardian, or alone without an adult.
- In a vehicle of any kind, trailer park or campground without running water/electricity, abandoned building or substandard housing.
- Emergency Housing (i.e. FEMA Trailer or FEMA Rental Assistance)
- In a hotel/motel.       Other specific information \_\_\_\_\_

4.  Yes  No Does your child have a disability or receive any special education services? (Check One)
5.  Yes  No Does your child exhibit any behaviors that may interfere with his or her academic performance?
6. Would you like assistance with  uniforms  student records  school supplies  transportation  other?  
(Describe: \_\_\_\_\_)
7.  Yes  No Migrant - Have you moved at any time during the past three (3) years to seek temporary or seasonal work in agriculture (including poultry processing, dairy, nursery, and timber) or fishing?
8.  Yes  No Does your child have siblings (brothers or sisters)? *Note: Use back of page if more space is needed.*  
 Name \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_ DOB \_\_\_\_\_  
 Name \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_ DOB \_\_\_\_\_  
 Name \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_ DOB \_\_\_\_\_

9. The undersigned certifies that the information provided above is accurate.

Print Parent/Guardian Name/Adult Caring for Student \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

(Area Code) Phone number \_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

School Use Only  Free or Reduced Price Meals Form submitted/signed  Copy Placed in Student's Cumulative Record

Homeless Liaison Use Only- Check All That Apply

Sheltered  Doubled-Up  Unsheltered/FEMA  Hotel/Motel  Unaccompanied Youth  Yes  No

Print School Contact \_\_\_\_\_ Title \_\_\_\_\_ Signature (required) \_\_\_\_\_ Date \_\_\_\_\_ (Revised 06/2017)