

Student: _____

Grade: _____

Date: _____

Information Needed for Student Registration

Students enrolling from out of country – ESL students must register first at the ESL office located at 1050 South Foster Dr. Baton Rouge, LA 70806.

Students coming from a non EBRSS charter school must first go to the CWA office located at 802 Mayflower Baton Rouge, LA 70802.

All students must have the following documentation to submit a completed registration packet:

- **Completed Registration form**
- **Birth Certificate**
- **Current immunization record**
- **Current custody papers signed by a JUDGE. Note: Provisional Custody by Mandate is NOT ACCEPTED.**
- **Drop Slip, Transcript or Last Report Card from the school the student is coming from**
- **RESIDENCY DOCUMENTS – TWO CURRENT PROOFS**

IF THE PARENT IS THE HOMEOWNER OR LESSEE:

- **Mortgage or Lease Agreement/rental contract on company letterhead with the landlord's name and phone number**
- **Current Water bill, Electric bill, Telephone bill, cable bill showing the name and address.**
- **Drivers License of Parent the address has to match current address**

IF THE PARENT RESIDES WITH SOMEONE ELSE:

- **Notarized Affidavit of Residency**
- **Drivers License of the person the parent is living with**
- **Current Water bill, Electric bill, Telephone bill, Cable bill showing the person the parent is living with name and address.**
- **If the bills are in the name of a deceased person, please provide the obituary/funeral program or death certificate.**

***STUDENTS WILL BE ENROLLED PROVISIONALLY PENDING MISSING DOCUMENTATION. PARENTS HAVE 30 DAYS FROM ENROLLEMENT TO OBTAIN AND SUBMIT THE MISSING DOCUMENTS.**