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.*