

School Level Enrollment Procedures

(No in-person *and* No on-site enrollment at the Attendance Department)

GOAL: Assist Parent/Guardian with enrolling their child through the use of any mobile device (computer or tablet or smart phone). This will provide Parent/Guardians with 24-hour access to the Online Registration System from the Caddo Parish Public Schools website.

IMPORTANT NOTE: Bona fide/verifiable residence (includes affidavit of residence with two additional documents linking parent/guardian to the address) – parent has a residence with a tax statement/homestead exemption/mortgage paperwork/lease agreement/utility bill (gas or water or electric) in the parent/guardian name or the spouse’s name (with proof of marriage).

Not Enrolled in Caddo (NEW to State or NEW to Caddo Parish)	Presently enrolled in Caddo (has a JCAMPUS Enrollment in the current school year)
<ol style="list-style-type: none"> 1. The preferred method for Parent/Guardian to enroll their child is through the Online Registration System. 2. Parent/Guardian will need the required documents for enrollment: <ul style="list-style-type: none"> • tax statement/homestead exemption/mortgage paperwork/lease agreement/utility bill (gas or water or electric ONLY) in the parent/guardian or the spouse’s name • birth certificate • social security card • current Louisiana immunization record • parent/guardian identification card • proof of grade level (report card/transcript). • letter of acceptance, if applicable 3. Log into the Online Registration System from jgrade.caddoschools.org 4. Parent creates online registration account and completes the enrollment application. 5. The online registration application is approved by school-based personnel or district personnel. <p>Unverifiable Address – refer to the Attendance Department. Email the Verification of Residency to the assigned SCWA to begin verification purposes. THE CHILD IS ENROLLED PENDING A HOME VERIFICATION.</p>	<ol style="list-style-type: none"> 1. Parent/Guardian will email the new school with a current proof of residence: tax statement or homestead exemption or mortgage statement or lease agreement or utility bill (gas or water or electric are acceptable only) in the parent/guardian name or the spouse’s name. Alternately, the parent may email an affidavit of residency with <u>two</u> additional documents linking them to the address. Upon receipt, the new District school will upload the current documents into Document Archives from the Student Master. 2. Parent may email the documents that are required for enrollment or the new school may request the documents from the previous school. If documents are not uploaded into Document Archives, the new school will upload them in the appropriate folder: <ul style="list-style-type: none"> • birth certificate • social security card • current LA immunization record • parent identification card • letter of acceptance, if applicable 3. The new school will contact the previous school via email to request that the student be dropped from the previous school. 4. The new school enrolls the student through the student master / re-enroll option using the date of release from previous school as the enrollment date for the new school using the correct JCampus enrollment code (i.e. TD C2 Discipline Transfer, CH C3 Transfer from Charter, TM C2 Magnet Transfer, Y1 C2 Re-entry for assignment to Youth Challenge).
	<p>Option If a printed application is desired for the current year, the school can click on currently enrolled student’s name and print an application.</p>