

# Tangipahoa Parish School System

## Registration Facts for Students New to TPSS or Students Transferring within TPSS

1. Parents or guardians are required to meet with a Tangipahoa Parish School System (TPSS) Registrar at one of the two TPSS Registration Centers to complete student registration. Registration Centers are open from 8:00 a.m.-4:00 p.m. daily, Monday through Friday, and are located at 711 West Coleman Street in Hammond and 59656 Puleston Road in Amite.
2. Parents or guardians must bring the following REQUIRED DOCUMENTS with them to the Registration Center:

- \_\_\_\_\_ Parent or guardian's photo identification;
- \_\_\_\_\_ Two (2) of the items listed below as verification of residency, each of which must include a physical 911 address (documents with a post office address will not be accepted), with the name of the parent or guardian;
  - *Property tax records in the name of the parent or guardian;*
  - *Mortgage documents or property deed in the name of the parent or guardian;*
  - *Apartment or home lease showing the term of the lease and the name of the leaseholder, or a notarized statement from the verified property owner identifying himself or herself as the property owner and describing the property;*
  - *Current utility bill showing the physical 911 residence address.*
- \_\_\_\_\_ In the case of a student living with a legal guardian, the court decree declaring the district resident as the student's legal guardian.

In addition to the required documents listed above, parents or guardians of students who are new to the TPSS must provide the following documents:

- \_\_\_\_\_ *Original birth certificate*
- \_\_\_\_\_ *Immunization record*
- \_\_\_\_\_ *Social Security Card (if available)*
- \_\_\_\_\_ *Withdrawal form from previous school*
- \_\_\_\_\_ *Student's most recent report card*
- \_\_\_\_\_ *Copy of IEP or IAP, if applicable*

**Please contact the TPSS Registration Center at 985-474-8690 if you have any questions.**