



# New Student Registration

Beginning Monday, April 3, 2017

1. Parents/Guardians will meet with a registrar to complete registration. There are two (2) registration centers: 711 W. Coleman St. in Hammond or 59656 Puleston Rd. in Amite. Their hours of operation are between 8:00 a.m. and 4:00 p.m. Monday through Friday. Summer hours begin June 5 through July 21, the registration centers will be open from 7:30 until 4:30 Monday through Thursday.

2. Parents/Guardians bring the following documents with them to register:

## REQUIRED DOCUMENTS

\_\_\_\_\_ Parent's/guardian's photo ID;

\_\_\_\_\_ Two (2) of the items listed below, as verification of residency, each of which must include a physical 911 address, with the name of the parent/guardian. Any document with a post office box as the address shall not be accepted;

- Property tax records in the name of the parent/guardian;
- Mortgage documents or property deed in the name of the parent/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/herself as 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.

\_\_\_\_\_ Original birth certificate;

\_\_\_\_\_ Immunization record;

\_\_\_\_\_ Social Security Card (not required);

\_\_\_\_\_ Withdrawal form from previous school;

\_\_\_\_\_ High school transcript;

\_\_\_\_\_ Most recent report card;

\_\_\_\_\_ Copy of IEP or IAP, if applicable.

**Questions???** Please contact the TPSS Registration Center at

**(985) 474-8690 or (985) 474-8695**