



## TANGIPAHOA PARISH SCHOOL SYSTEM

# Registration Procedures

### RETURNING STUDENTS

1. Students in grades PK – 11 who are returning to a TPSS school are not required to re-enroll if they are living at the same 911 physical address that matches the 2 proofs of residency on file.
2. If there has been a change in the 911 physical address, then parents will meet with a TPSS Registrar to complete a change of address at one of the TPSS Registration Centers (711 West Coleman Avenue, Hammond or 59656 Puleston Road, Amite) between the hours of 8:00 a.m. – 4:00 p.m. Monday through Friday. Two (2) proofs of the new 911 physical address must be provided to the TPSS Registrar at the time.

### NEW STUDENTS PK-12

1. Parents/Guardians will meet with a TPSS Registrar at one of the TPSS Registration Centers (711 West Coleman Avenue, Hammond or 59656 Puleston Road, Amite) Monday through Friday between the hours of 8:00AM – 4:00PM. SUMMER SCHEDULE: Monday – Thursday between 7:30AM – 4:00PM
2. The following documents must be provided at that time:
  - \_\_\_\_\_ Parent's/Guardian's photo ID
  - \_\_\_\_\_ Two (2) proofs residency, each of which must include a physical 911 address with the name of the parent/guardian. A post office box will 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(s) showing the physical 911 service location.
  - \_\_\_\_\_ In the case of a student living with a legal guardian, the court decree declaring the district resident as the student's legal guardian
  - \_\_\_\_\_ Official birth certificate
  - \_\_\_\_\_ Up-to-date Louisiana immunization record
  - \_\_\_\_\_ Copy of IEP or IAP, if applicable
  - \_\_\_\_\_ Withdrawal form from previous school
  - \_\_\_\_\_ High school transcript
  - \_\_\_\_\_ Most recent report card

*If you have any questions, please call one of the Registration Centers.  
985-474-8690 (Hammond) • 985-474-8695 (Amite)*