

# CALCASIEU PARISH SCHOOL SYSTEM

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## Child Welfare and Attendance

2423 Sixth Street

Lake Charles, LA 70601

Phone (337) 217-4230

Fax (337) 217-4231

To Parents in Ward 3 (Lake Charles Schools – (Grades K – 12)

While we welcome you to our school system, Calcasieu Parish School board Policy requires that you verify your address in order to be registered in the appropriate attendance zone. In order to do this, you must obtain a Permit to Register from the Office of Child Welfare and Attendance located at 2423 Sixth Street in Lake Charles. To obtain the required permit, parent/guardian must verify their address by providing this office with **two** current utility statements (one being an electric bill), the second statement can be telephone bill, gas, water. Parent/guardian must also bring child's **original birth certificate, social security card, and a copy of the judicial order of custody, if applicable.** If you are unable to provide the necessary documentation outlined in this letter, you should contact the Office of Child Welfare and Attendance at 217-4230.

Office Hours are (7:30 a.m. – 12:00) and (1:00 p.m. – 4:00 p.m.)

Summer Hours are (7:30 a.m. – 12:00) and (1:00 p.m. – 3:30 p.m.)

Best wishes for a successful school year for your child.

