

## **FOR PERMITS TO REGISTER IN ZONE**

In order to register a child in a Calcasieu Parish Public School, a Permit To Register must be obtained for the school in the zone in which the legal guardian lives by verifying his/her address. Permits may be obtained from the Office of Child Welfare and Attendance, 2423 Sixth Street, Lake Charles, between 7:30 - 12:00 and 1:00-4:00. Summer hours are: 7:30 - 12:00 and 1:00 - 3:30.

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The following may be used as verification of resident of student and parent/guardian:

1. Two (2) current utility statements verifying address of parent/guardian (one being an electric bill)
2. Lease agreement/rental receipt
3. Current contract of purchase

New students must provide a Birth Certificate, student's Social Security card and custody papers – if there are any..

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If the legal guardian is living with someone else and has no utility statements in his/her name, he/she will need the following:

1. A notarized statement from the person with whom the guardian is living which verifies that he/she resides with the householder. This statement should contain the following:
  - The householder's name and signature
  - The householder's address
  - The parent's name and signature
  - The child/children's name/s
2. Two (2) of the householder's RECENT utility statements (one being an electric bill) with the householder's name and address on them
3. Picture ID of Homeowner

New students must provide a Birth Certificate, student's Social Security card and custody papers – if there are any..