



BLANCHARD ELEMENTARY REGISTRATION INFORMATION

Our school office will be open until June 4th and will reopen on July 22nd.

KINDERGARTEN

ALL Kindergarten students **MUST** complete the online registration system (ORS) and receive approval in order to be registered as a Kindergarten student at Blanchard Elementary for the 2019-2020 school-year. A link to the instructions for this process may be found on our home page (BLANCHARDELEMENTARY.ORG). Parents of Kindergarten students are also asked to come by the school office and pick up a school supply list and a student information sheet to complete for the Kindergarten teachers so they may have some information about your child's pre-Kindergarten history. You should also bring by a stamped, self-addressed envelope so the teachers may mail you a letter about the Kindergarten parent meeting prior to the first day of school and the date of your child's first day of school. *All Kindergarten students do not begin on the first day of all Caddo students. It is a staggered entrance schedule with the first full day of Kindergarten for all students being Friday, August 16th.* **

NEW TO CADDO PARISH STUDENTS

ALL new to Caddo Parish students **MUST** complete the online registration system (ORS) and receive approval in order to be registered as a student at Blanchard Elementary for the 2019-2020 school-year. A link to the instructions for this process may be found on our home page (BLANCHARDELEMENTARY.ORG). **

*****Please complete the ORS as soon as possible. The approval process will take around 48 hours and your child will not be admitted to school until this is completed and we receive approval.***

Transferring Students from another Caddo School

If you have recently moved into the Blanchard school district and have a student in grades 1-4, you may come by our office after July 22nd to register for our school. Please make sure you bring the following items in order to successfully complete the process.

- *Student's last report card or drop papers from previous school
- *Proof of Residency in our district— current utility bill (gas, water, electric) or one bill and a lease of parent or legal guardian—must be dated within last 45 days. Telephone bill not accepted.
- * Driver's license with current address listed—if current address is not listed, then another piece of legal mail must be presented.
- *Social Security card of child
- *Birth Certificate of child
- *Current and Updated Louisiana Health Card/Shot Record of child

If you are living with someone else within our school district, you will need a "notarized affidavit of residency by the homeowner and parent" and the owner of this home must produce one current utility bill at the residence. In addition, you must produce two pieces of legal mail which are mailed to you at this address and list your name as residing at the address.



Online Registration System Instructions

We are excited that your child will be attending a Caddo Parish Public School. Our school system has an easy-to-use, secure online registration system that will allow you to complete the forms required for registering your child as well as uploading the documents required for registration. To begin the Online Registration process, follow the directions below:

1. Log on to <https://jgrade.caddoschools.org/register/> using your computer, tablet or cell phone or scan the code above.
2. The **Online Registration Screen** will appear. Prior to beginning the enrollment process, you may want to gather the following required documents:

Parent/Guardian Information

- current utility bill
- current lease or mortgage
- Parent Driver's License/Photo ID

Student information

- Birth certificate
 - Social Security card
 - Louisiana health/shot card
3. Enter your first name, last name, a valid cell phone number and a valid email address in the **Create an Account** section on the right. Click **Start**.
 4. You will receive the validation code for registration via email and/or text. Enter the code and click **Continue**.
 5. Create a **User Name** and **Password** and record the information for future reference. Complete each of the remaining blanks and click **Submit**.

User Name :	Password :
<input type="text"/>	<input type="text"/>

6. Click on the **Parent/Guardian** button to the left and follow the prompts to enter your information. Please be careful of spelling, capitalization and punctuation. Your input will be saved exactly as it is entered. Dates should be entered as MM/DD/YYYY and phone numbers as xxx-xxx-xxx. Required fields are indicated with a red asterisk (*). Instructions will be listed on each section throughout the application process. Be sure to **Click Save and Continue** to ensure that the information you are entering is saved in your application. Review your application prior to submitting.
7. If you need assistance, call 318-603-6305 or visit the Student Services Center at 1638 Murphy Street.