

ALBANY LOWER ELEMENTARY
REQUIREMENTS FOR REGISTRATION

1. **For Kindergarten student must be 5 years old on or before September 30th**
2. **Birth Certificate** (original)
3. **Social Security Card** (original)
4. **Current Immunization Record**
5. **Proof of Residence** in the Albany School District (Must show physical/service address)
 - A. **Current original electric bill** indicating point of service on bill not payment coupon (a deposit receipt is not acceptable). If you pay online, a printout with name and service address is required **(MUST HAVE ONE)**
 - B. **Plus three other items which show physical/service address**
Examples:
 - A current Livingston Parish Homestead Exemption notification
 - A certified copy of the Act of Sale for **home** not land
 - An original lease agreement/rental contract with current date
 - An original current driver's license or Dept. of Motor Vehicle ID with current physical address
 - An original current water bill indicating service address (a deposit receipt is not acceptable)
 - An original current gas bill indicating service address (a deposit receipt is not acceptable)
 - An original cable/DirectTV/internet provider bill with service address
 - An original Medicaid/Medicare or Social Security statement with current date/physical address
 - Livingston Parish Food Stamp verification letter with current physical address (not the card)
 - IRS statement with current physical address – no financial information needed
 - Voter's Registration with current physical address
6. **Custody Papers** if applicable – must be court ordered, signed by a judge, and recorded. Original certified copy will be kept at school. Education or provisional custody is not accepted nor papers that are simply notarized.
7. **Picture ID/Driver's license for parent/guardian**
8. **Drop Sheet/Report Card** -If your child attended school last year, we must have a drop sheet from the previous school or last report card showing the students placement for this school year.

***If your child will be riding a bus to or from an alternate site (somewhere other than home everyday) be prepared to provide the physical address for that location. The transportation department requires this info for bus assignments. An alternate site is for everyday not an occasional request.