



Zachary Community School District

Student Registration

Required Document Checklist

Required Student Documents:

1. Birth Certificate
2. Social Security Card
3. Immunization Record
4. Current Custody Paperwork signed by a Judge, if applicable
 - a. Provisional Custody by Mandate is not accepted.
5. IEP or IAP, if applicable
6. Previous Report Card, if applicable
7. Withdraw slip from previous school, if applicable
8. LA Student Residency Form

Zachary Community School District Student Registration can be found at www.zacharyschools.org/registration

Please have the documents listed on this page completed to upload into the registration system.

Required Residency Documents:

***If the parent is the homeowner or lessee:**

1. Mortgage or Lease Agreement/rental contract on company letterhead with the landlord's name and phone number
2. City of Zachary Gas/Water bill, showing name and address (current)
3. Electricity Bill – DEMCO/Entergy (current)
4. Driver's License of Parent (address must match residence address)

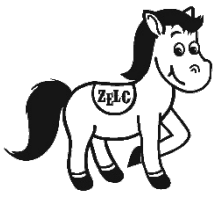
***If the parent resides with someone (Double Up):**

1. Driver's License of Parent (address must match residence address)
2. Notarized Affidavit of Residency
3. Proof of termination of lease of prior residence as well as proof of termination of utilities **or** bill of sale from prior residence
4. 3 proofs in parent's name (matching the residence address) made up of the following:
 - Paycheck
 - Bank statements: preprinted account statements from your bank. Bank statements printed from a home computer are not accepted.
 - Loan Payment Statements
 - Tax Statements (W2) – Forms can be requested from your employer
 - Voter Registration
 - Vehicle Registration
 - Court Letter
 - Correspondence from any government agency
 - Supervisor of School and Home Relations may accept other pieces of mail addressed to your name at the current residence

**Students will be enrolled provisionally pending proofs required under #4. Parents have 30 days from enrollment to obtain and submit 3 proofs of residence to the Supervisor of School and Home Relations.*

AND the following Documentation of the Homeowner/Lessee as follows:

5. Mortgage or Lease Agreement/rental contract on company letterhead with the landlord's name and phone number
6. Copy of Drivers License of Homeowner/Lessee (address must match residence address)
7. City of Zachary Gas/Water bill, showing name and address (current)
8. Electricity Bill – DEMCO/Entergy (current)



Zachary Early Learning Center

Pre-Kindergarten Student Registration

Documents below are required in addition to the documents on Page 1.



Required Student Documents:

*these are required in addition to the documents on page 1.

1. ZECN Registration Form
2. Benefits Eligibility Form

Non-tuition students:

Families who wish to apply for non-tuition Pre-Kindergarten must provide proof of family income for an application to be considered.

Proof of Income must include at least one of the following:

- Two (2) current consecutive check stubs for EACH PARENT or CAREGIVER IN THE HOUSEHOLD.
- An official letter from your employer stating all of the following
 - Where parent/guardian is employed
 - Hourly rate of pay
 - The average number of hour(s) parent/guardian works per week.
- SNAP Card/Food Stamps & case detail sheet: must include the child's name and valid effective dates.
- A statement from the Social Security Administration verifying that the child listed on the application is a recipient of SSI benefits, which must be accompanied by two current check stubs.
- Current foster care placement agreement from DCFS
- Parents who are unemployed must submit a letter of support and income documentation from support source.
- Other income verification proof, etc.

Pre-Kindergarten students must be **four** years old by September 30th.

Both tuition and non-tuition Pre-Kindergarten spaces are limited and applications will be processed on a first come, first served basis.

Zachary Early Learning Center monthly tuition is \$450.00

- This cost does not include breakfast and lunch.

At time of registration, a non-refundable registration fee of \$50 will apply to all applicants. Payments can be made check, cash, or money order. No debit or credit cards can be accepted. At this point, the registration process is complete.

Further questions can be answered at 654-6011 for PreK students.