



LINCOLN

PREPARATORY SCHOOL

STUDENT ENROLLMENT PACKET CHECKLIST

When student has been approved for enrollment, use this checklist to complete the enrollment process. *(Note: except otherwise noted, the highlighted documents must be received within 30 days of enrollment. Failure to provide documents may result in your child's enrollment slot being released to the next student on the waiting list.)*

	Completed Enrollment Application (pages 1-12)
	Louisiana Student Residency Form (English or Espanol) – (pages 13-14)
	Withdrawal Policy Acknowledgment Form* (page 15) <i>(Due at time of enrollment)</i>
	State of Louisiana Health Information Form (pages 17-18)
	Transportation Request Form (page 19)
	Student Birth Certificate or Passport* (copy) <i>(Due at time of enrollment)</i>
	Student Social Security Card* (copy) <i>(Due within 30 days after enrollment)</i>
	Proof of Residency* (utility bill, lease, or rent receipt, etc.) <i>(Due at time of enrollment)</i>
	Student Immunization Records* (must be current) <i>(Due at time of enrollment)</i>
	Parent or Guardian Driver's License/ID* (must be current) <i>(Due at time of enrollment)</i>
	Previous school's Report Card (Grade 1 st – 8 th)
	Copy of Transcript (Grade 9 th – 12 th)
	Previous LEAP, EOC or out-of-state Test Records (if available)
	School copy of the Parent/Student Handbook receipt acknowledgment form

FOR OFFICE USE ONLY

	At-Risk Survey
	Student Residency Survey
	Record Release
	Transportation Request Form