

# Online Registration System Instructions

**Majority to Minority (M2M), Hardship, and Medical Transfers for residents of Caddo Parish will be accepted electronically through the Caddo Parish Public Schools Online Registration System (ORS) from March 1, 2022 thru April 15, 2022.**

**To complete the Online Registration process, follow the directions listed below:**

1. Using your computer, log on to <https://igrade.caddoschools.org/register/> or log on to the Caddo Parish Public Schools website at [www.caddoschools.org](http://www.caddoschools.org) and click **Parents**. Select **Online Registration System** and the **ORS** screen will appear.
2. Prior to beginning the enrollment process, please have the following required documents ready for upload:

## **Parent/Legal Guardian Information**

- current utility bill (gas *or* water *or* electric ONLY) *or*
- current lease *or* mortgage statement *and*
- Parent/Legal Guardian Driver's License / *or* State issued Photo ID *and*
- Legal custody documents (if applicable)

## **Student information**

- Birth certificate *and*
- Social Security card *and*
- Current Louisiana Health Record/shot card
- Acceptance letter from a Caddo Magnet School or Caddo Magnet Program or an Approved Out of Parish letter from the Director of Attendance (*if applicable*)

3. You should also gather the specific documents that support your transfer request such as:

## **Hardship Transfer Documentation (CPSB transportation NOT provided)**

- Current Tax Document for self-employment ***or*** current work schedule (*on Job letterhead*) ***or***
- CPSB check stub (*if applicable*) ***or***
- Current parent/legal guardian school schedule (*if applicable*) ***or***
- Current Parent Chronic Illness Letter (*if applicable*)

Upload all documents as one submission. Do not load as a single page each time.  
*Each upload will overwrite the previous submission*

- A Hardship or Medical transfer can be requested to any **non**-Magnet school / **non**-Magnet program and **non**-Pre-K program.

## **Medical Transfer Documentation (CPSB transportation NOT provided)**

- Completed Medical Transfer Request Form (*signed by Physician, Physician Assistant or Certified Nurse Practitioner*).
- Certification of the student's health condition that meets the definition of a "severe and/or life threatening medical problem;" *and*
- A detailed explanation of why attendance at the district school places the student's health in jeopardy and why attendance at the requested school is better for the student's health condition that justifies a transfer for immediate receipt of medical attention (***NOTE***: *all students experiencing medical emergencies will be transported to the local Trauma Hospital and stabilized prior to transport to a parent/legal guardian's hospital of choice*).
- By requesting a Medical Transfer, the parent/legal guardian authorizes release of the medical records pertaining to the request to the school system that supports medical necessity for transfer.
- Upload all documents as one submission. Do not load as single documents (each upload will overwrite the previous submission).

## Majority to Minority Transfer (*transportation provided in accordance with CPSB policy*)

Most recent report card (*if non-Caddo Parish Public School student*)

*Transfer requests to magnet schools/magnet programs, Out of Parish residents, and Special Education or Pre-K placement are not available through this process.*

### 2022 – 2023 Schools that Qualify for Majority to Minority Transfers

#### ELEMENTARY SCHOOLS

A.C. Steere

Blanchard

Mooringsport

#### MIDDLE SCHOOL

Donnie Bickham

#### HIGH SCHOOLS

North Caddo

Northwood

4. 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**.
5. You will receive a validation code for registration via email and/or text. Enter the code and click **Continue**.
6. Create a **User Name** and **Password** and record the information for future reference. Complete each of the remaining blanks and click **Submit**.
7. 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. Review your application thoroughly prior to submitting.

You can only enter **one** Requested School, Requested Reason (*upload documentation*) and select the 22/23 school year on the Attendance Zone page in order to be considered for a transfer (***Transfer requests to magnet schools/magnet programs, Special Education Placement, Out of Parish, Homeless Placement, Employee Privilege, and Extenuating Circumstances are not available through this process. Selecting any of these reasons may result in a denied application.***)

8. Parent/Legal Guardians of **students who reside in Caddo Parish and do NOT currently attend a Caddo Parish Public School** must submit the student's final attendance, grades, discipline and test scores (5<sup>th</sup> and 8<sup>th</sup> grade) by **May 31, 2022** to the Attendance Department for placement via hand-delivery or fax to 318-424-8187.
9. Public School employees residing **OUT-OF-PARISH MUST** secure a yearly **RELEASE** of their child/children from the Parish/State School Board of Residence for release **PRIOR** to requesting enrollment in a Caddo Parish Public School. Approvals from the Parish Board of Residence are processed by the Director of Attendance and should be emailed to [ldjohnson@caddoschools.org](mailto:ldjohnson@caddoschools.org) by August 1, 2022.

Attendance Department staff will be available to assist Caddo Parish residents (Parent/Legal Guardians/Employees) with ORS transfer applications beginning Friday, March 1, 2022 thru April 15, 2022. Completed applications that have been successfully submitted will be date and time stamped to verify the date and time of submission.

#### **Attendance and Census Department**

**Student Services Center** (*formerly Central Elementary*)

1638 Murphy Street, Shreveport, Louisiana 71103

(318) 603-6305

8:00 a.m. thru 4:30 p.m. Monday thru Friday

(excluding holidays and school closures)