



# West Feliciana Parish

## PUBLIC SCHOOLS

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Dear Parent/Guardian:

The West Feliciana Parish School Board Policy requires that up-to-date proof of residency documentation be provided when students enter our school system for the first time. You are being asked to furnish all of the following documents for your Primary Place of Residence to your child's school before your child is enrolled. All items must be in **your** name.

If you <u>own</u> your home:	If you <u>rent or lease</u> your home:	If parent is living with someone else:
<ol style="list-style-type: none"><li>1. Picture ID (Driver's License)</li><li>2. Copy of homestead exemption</li><li>3. Electric bills (previous two months) DISCONNECT NOTICES ARE NOT ACCEPTED</li></ol>	<ol style="list-style-type: none"><li>1. Picture ID (Driver's License) with current address.</li><li>2. Copy of current lease agreement. The parent's and child/children's names <b>MUST</b> be on the lease. Lease must have the landlord's name, address, and phone number.</li><li>3. Current electric bill. If utilities are included in your lease agreement, provide a current bill with your name and local physical address from two of the following: cable, internet, cell phone, insurance, voter registration, food stamps, check stub or bank statement.</li></ol>	<ol style="list-style-type: none"><li>1. Picture ID (Driver's License) of parent AND homeowner (both must match the residence)</li><li>2. Copy of homestead exemption or current lease of the homeowner. <b>If the person you are living with has a lease, your name and your child/children's names MUST also be on the lease.</b> Lease must have the landlord's name, physical address, and phone number.</li><li>3. A current electric bill of Homeowner / Lessee. Bill with parent's name and local physical address from two of the following: cell phone, insurance, voter registration, food stamps, check stub or bank statement.</li><li>4. Proof of termination of lease of prior residence as well as proof of termination of utilities or bill of sale from prior residence.</li><li>5. Notarized Affidavit of Residency</li></ol>

**Note: Provisional custody by mandate is not accepted.**

**Note: Other pieces of mail addressed to parent may be accepted.**

Sincerely,

Hollis G. Milton  
Superintendent

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***Student Success: Learning Today, Leading Tomorrow!***

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