JCFA NON-TRADITIONAL PUBLIC CHARTER HIGH SCHOOLS

JCFA ENROLLMENT DOCUMENTS CHECKLIST

After submitting the on-line enrollment interest form, Parents/guardians should make a request to the school in which the student was most recently enrolled and provide the following information to JCFA.

- Academic Credit Report – current transcript and, if currently enrolled in school, most recent progress report (i.e., grade report, report card)
- State/Standardized Test Scores (LEAP, GEE, EOC, PARCC, EXPLORE, PLAN, ACT)
- Attendance Reports/Records
- Discipline Report/Records (counselor must initial if there is no discipline report)
- Copies of Industry Based Credentials (IBC), Certifications, Licensures earned *(for example, NCCER, Customer Service, ServSafe, ProStart, Microsoft, Micro-enterprise, etc.)*
- If applicable, please submit a copy of the most recent IEP, 504 Plan, or EL Plan with documentation

Once JCFA has received the on-line enrollment interest form, JCFA staff will contact you to set up an enrollment appointment and school tour. New students are required to provide the following documents at their enrollment appointment:

- Student's current health records (immunizations) or signed Statement of Exemption from Immunizations
- Copy of student's birth certificate
- Copy of student's social security card (optional)
- Copy of parent/guardian's driver's license or government-issued identification
- Two proofs of residency
  - Lease (if leased; must be from the current school year)
  - Current Rent Receipt (if leased)
  - Mortgage (if owned)
  - Tax Assessor's Bill (if owned)
  - Homestead Exemption Bill (if owned)
  - Current Bank Statements
  - Current official letter from a government agency such as Department of Social Services or Department of Health and Hospitals regarding services provided
  - Two recent months of the same utility bill equals **one** proof of residence (disconnect notices cannot be accepted)
    - Electricity (2 recent months)
    - Gas/Sewer (2 recent months)
    - Internet (2 recent months)
    - Cable/Satellite (2 recent months)
    - Phone (2 recent months of a landline bill only)
- Louisiana Student Residency Questionnaire Form
- Home Language Survey
- Legal/Custody papers (if applicable) - If parents are separated, divorced, or if the legal custodian is other than biological parents, legal custody documents, signed by a judge with a docket number, indicating the legal custodian or domiciliary parent **must be provided**.

** The name of the parent or legal custodian must appear on each document and the addresses must match on all documents. If the parent or legal custodian neither owns nor rents a residence and is therefore living with another individual, the parent or legal custodian must provide a notarized affidavit of residency signed by the parent or legal custodian of the student as well as the individual with whom the parent or legal custodian is living. Specific information required on the notarized affidavit will be provided by the front office.*