

2018-2019 REGISTRATION

Pontchartrain Elementary School - New Students Only

April 10th (Tuesday) & April 11th (Wednesday) 9:00am-2:00pm

PES Gym - Tours will be available

Children must be five years old before October 1 to be eligible for kindergarten and must be six years old before October 1 to be eligible for first grade.

Documents to Bring to Registration

If you do not have these documents, please contact the Covington Annex at 985.898.3370.

1. State Certified Birth Certificate
2. Immunization (Shot) Records
3. Social Security Card
4. Proof of Residency

Provide 3 of the documents listed below (must be most current available and list name of parent/guardian and street address).

At least 1 document must be from this list	Other documents may be selected from this list
<ul style="list-style-type: none">• a current utility bill dated within the last 30 days (electric, natural gas, water or propane/butane) <p style="text-align: center;"><i>and/ or</i></p> <ul style="list-style-type: none">• a property tax bill listing homestead exemption <p style="text-align: center;"><i>or</i></p> <ul style="list-style-type: none">• a signed real estate lease agreement from a real estate office, apartment complex or mobile home property, not from an individual	<ul style="list-style-type: none">• paycheck stub• car insurance declarations page• vehicle registration• bank statement• voter registration card• state/federal support services• current year W-2 form• most recent federal or state income tax return• cable or satellite bill dated within the last 30 days

- Other documents may be required at the time of registration including custody papers, report card/records from last school, or income verification for Pre-K students.

Visit the STPSB Website – www.stpsb.org – for more information about registration requirements. (Please see other side for Pre-K information.) 

Registering Kindergarten and First Grade Students

Children **must be five years old before October 1** to be eligible for kindergarten and must be six years old before October 1 to be eligible for first grade.

To enroll in first grade a student must have proof of attendance at a full-day public or private kindergarten for a full academic year or have passed academic readiness screening at the time of enrollment at the school the child will attend.

For additional information about registration and school attendance boundaries contact the Child Welfare and Attendance offices at 985-898-3370, located at 706 W 28th Avenue, Covington at Harrison Curriculum Center.



Registering Pre-Kindergarten Students

Before enrolling in the Public School Pre K Program at the school, parents must have an Income Verification Form provided by the Pre-Kindergarten Office.

To enroll in the Public School Pre K Program at no family cost, a child **must be four years old before October 1**, meet income requirements and attend school within the attendance boundaries based on your physical address.

Complete the early childhood application online at www.stpsb.org/childcare.

In addition to the other documents required for registration, Pre-Kindergarten **applicants must provide income verification using at least one of the following documents:**

- Food Stamp Eligibility letter (SNAP), noting case certification period and the child's name
- Two consecutive check stubs within two months of completing income verification for each working adult supporting the family. Eligibility is based on **total** household income
- Monetary Determination Letter from the Workforce Commission of LA, if unemployed
- Current foster care placement agreement from DCFS

Families who do not meet income eligibility may be charged monthly tuition based on a sliding scale.

For specific information about student eligibility, placement or the screening process call the St. Tammany Parish Pre-Kindergarten Office at 985-898-3306, located at 706 W 28th Avenue, Covington at Harrison Curriculum Center.