

# ALBANY LOWER ELEMENTARY

## REQUIREMENTS FOR REGISTRATION

1. For Kindergarten must be 5 years old on or before September 30<sup>th</sup>
2. Birth Certificate
3. Social Security Card
4. Current immunization record
5. Proof of Residence in the Albany School District (Must show physical address)
  - A. Current original electric bill indicating point of service (a deposit receipt is not acceptable)
  - B. Plus any three of the following which show physical address:
    - A Livingston Parish current homestead exemption notification
    - A certified copy of the Act of Sale for home not land
    - An original lease agreement/rental contract
    - An original current driver's license or Dept. of Motor Vehicle identification with current address
    - An original, current water bill indicating address (a deposit receipt is not acceptable)
    - An original, current medical/Medicare or social security insurance card with present address
    - An original, current gas bill indicating physical address (a deposit receipt is not acceptable)
    - Livingston Parish Food Stamp Verification with current address
    - IRS statement indicating current address - no financial information needed
    - Voter registration with current address
6. Custody papers if applicable – must be court ordered, signed by a judge, and recorded. Divorced, separated or legal guardians must present an original or certified copy of court ordered custody papers, a copy of which will be kept at the school. Educational or provisional custody is not accepted nor papers that are simply notarized.

**\*\*\*\*If your child will be riding a bus to or from an alternate site (somewhere other than home) every day, be prepared to provide the physical address for that location also. The transportation department requires this for bus assignments.**

**School Hours: 7:50am – car drop off begins 8:20am morning bell 3:17pm dismissal**