



# Live Oak Junior High School

30830 Old LA Highway 16  
Denham Springs, Louisiana 70706  
Phone: (225) 667-4195 Fax: (225) 667-4196

Melissa Wilson  
Assistant Principal

Lee Hawkins  
Principal

Michelle Crochet  
Administrative Assistant

## Registration Checklist

To enroll your student, provide the following documentation:

- Birth Certificate
- Social Security Card
- Immunization Record
- Court-Ordered Custody Papers (must provide if your name is not on the birth certificate)

**Note: Court order must be signed by the judge; notarized educational/provisional custody is not accepted by the school system. Only parents listed on the birth certificate or legal guardians (court-ordered) will be allowed to register a student.**

**FOUR** Proofs of Residency:

1.  Parent/guardian's driver's license/ID

**Note: License/ID MUST include current physical address within LOJH school zone**

2.  CURRENT electric bill with physical address
3.  additional CURRENT proof of residency
4.  additional CURRENT proof of residency

examples -- gas, water or garbage bill showing point of service, mortgage

**\*\*\*\*\*If you are renting/leasing a residence or are living with someone else:**

1.  You must update your license to reflect the physical address where you are living (call the DMV for instructions).
2.  You must provide a copy of the rental/lease agreement. If you do not have a rental/lease agreement, you must get a residency affidavit completed by a notary (can pick up a copy of the affidavit at school).
3.  CURRENT electric bill with the physical address (can be in the owner's name that is reflected on the rental/lease agreement or residency affidavit)
4.  One additional CURRENT proof of residency (can be in the owner's name that is reflected on the rental/lease agreement or residency affidavit); examples—gas, water or garbage bill showing point of service

Documents from Previous School

- Withdrawal/Drop Form
- Most Recent Report Card

Completed Student Information Packet – pick up at LOJH

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