

WELCOME TO SALMEN HIGH SCHOOL

STUDENT REGISTRATION INFORMATION FOR 2017-2018

Registration Dates:

Aug 2 (Last Names starting with A-L)

Aug. 3 (Last Names starting with M-Z)

TIME: 8:30 a.m. – 12:30 p.m.

The following items are required for student registration:

- **ORIGINAL** State Certified Birth Certificate
- **ORIGINAL** Social Security Card
- A **COMPLETED** Health Record of Required Immunizations.
- Report Card from last school year indicating promotion to the next grade level. Students entering 10th, 11th, or 12th grade must also present a full high school transcript.
- Standardized Test Results – from 7th/8th grade (for incoming 9th graders within Louisiana)
- Custody Paperwork (if applicable)
- Proof of Residency – three documents specifically related to the place of residence. Examples: electric, gas, water, cable, mortgage, or lease agreements
See attached list for examples.
- Letter of Assignment (Obtained from the local System Child Welfare and Attendance Office for those students living with a court-appointed guardian or when other residency requirements are not met.)
- Parent/Guardians ID (driver's license)

Students attending Summer School for completion of 8th grade pupil progression need to obtain those results from their Junior High School and provide them to Salmen High at registration.

It is the responsibility of the Parent/Guardian of new enrollees to provide **ALL** the above mentioned documents. Salmen High School will **NOT** make requests to acquire any information to register a student.

Contact information:

Birth Certificates: 643-6969 or the Vital Statistics office in the city/state of birth.

Social Security: 866-887-8997

Appointments **MUST** be made with the office for those unable to attend the open registration dates. Please access the school website at <http://salmenhigh.stpsb.org> or the St. Tammany Parish School website at www.stpsb.org for updated information.

Please contact our Registrar's Office at (985) 643-7368 to make appointments (after open registration) and for additional details regarding Student Registration.

Revised: 6/7/17