

# Guardian/Parent Registration Portal - <https://stlandry.edgear.net/register>

On the right of the screen is where you will begin by Creating an Account.

- Enter your **First Name** and **Last Name** (these are required).
- Then enter a **cell phone number and/or email address**.
- Click **Start**.

St. Landry Parish Kindergarten Registration

User Name:  Password:  Login Forgot Password

St. Landry Kindergarten Registration  
Next Year 2023-2024

**S L P**

If you are **new** to St. Landry Parish, use this program to begin the enrollment process in a St. Landry school.  
**To register a new student, create an account on the right.**

Version: 03/09/23 15:30

A **Validation Code** will be sent to your cell and to your email.

Enter your **Validation Code** and click **Continue**.

Enter Validation Code

Please check your email / cell phone

A validation code has been sent to your email and/or cell phone, depending on your input on the prior screen.

Once you receive the code, enter it in the textbox below:

Validation Code :

Resend Code Continue

# Welcome!

The Welcome screen appears.

Create your new login. By default, your email address appears. If you want to change the username name, you can at this time.

Next enter a password and then confirm the password.

You may want to write this down in a safe place in case you need to re-enter the registration system. You will next select two questions with their secret answer to use if you do forget your password.

Create your new login

The next part of the Welcome screen would like some more information. The information indicated by a red asterisk (\*) is required. The other information is optional.

Enter last name and first name. **(Required)**

Enter suffix, if applicable. Suffix format should be formatted as Jr, II, III, etc.

Enter email address, if available.

Click **Save and Continue** to proceed to next screen.

**Name**

\*

\*

**Physical Address**

\*  \*

\*

\*

\*

**Phone Numbers**

**Home Phone**

**Cell Phone**

\*

**Work Phone**

**Cancel** **Submit**

When complete click the **Submit** button.

Next Click on the **Parent/Guardian Button** to begin the registration process.

The parent/guardian who began the application will be listed. You can now add another parent and an emergency contact. This is a district decision for emergency contact. The relationship to the student(s) will be done at a later time in the process.

**St. Landry Parish Kindergarten Registration**

**Parent/Guardian**

**Parent/Guardian Information**

Click the **Add Parent/Guardian** button to add each parent/guardian/emergency contact.

To edit a contact already listed below, click the contact's name.

When you are finished adding all guardians and emergency contacts, click the **Students** button on the left to continue your application.

First Name	Middle Name	Last Name	Suffix	Birthday	Email

**Add Parent/Guardian**

**Continue to Student Entry**

Next – click on the **Students** button on the left.

- This is where the student(s) that you are registering are added.
- Do not add students who are already in the district schools.

**St. Landry Parish Kindergarten Registration**

**Students**

**Student Information**

To add a student to your application, click the **Add Student** button below.

To edit a student already listed below, click the student's name.

**\*\*When you are finished adding all students, click the Documents button on the left to scan the required documents or take them to your child's school.**

Name	Submitted	Application Status	Year	Rel...	Lan...	Phy...	Mai...	Pho...	Hea...	Spe...	Per...	Doc...

**Add Student Application**

**Continue to Documents**

Just continue to Save through the remainder of the Student section by clicking the drop down arrow at the top of the page.

**St. Landry Parish Kindergarten Registration**

**Parent/Guardian**

**Students**

**Documents**

**Review & Submit**

**Logout**

### Student Information

Name

Enter the first, last and middle name of your child **exactly** as it is listed on the birth certificate.

Verify that the **date of birth** and **Social Security number** (not required) are entered correctly prior to proceeding.

All fields with a red \* are required.

#### Student Name

\*

\*

▼

📅 \*

Male    Female \*

Click here if student is Hispanic :    Yes    No \*

▼ \*

▼

▼ \*

**Save and Continue**

Next –

**Documents** – this is where you will need to upload documents. A device that has a browser and a camera will be needed. There are many different devices that can be used.

- Phone
- iPad – you must use **Safari** browser for camera to work correctly
- Android
- Computer with camera

Arrange the document in a clear manner to be captured.

Click or tap **Choose File to Upload**. If on a mobile device, tap the camera icon to take a picture of the document.

Choose **Upload Documents** when done.

Parent/Guardian
Required Documents

Students

**Documents**

Review & Submit

Logout

**All students must have the following documentation to submit a completed registration packet.**

\*Birth Certificate/Social Security Card  
 \*Transcript (high school only)  
 \*Official withdrawal form from previous school  
 \*Last report card \*Up to date immunization record \*Completed registration form  
 \*Two current proofs of St. Landry residence in the parent or legal guardian's name/address. Provisional custody or custody is only accepted by court order.

**Documents must include at least 2 of the following:**

- o Entergy, Cleco, or Slemco bill; Cable TV / Satellite bill; Telephone bill (land line) or Tax Assessor's bill
- o Original, current Medical/Medicare or social security insurance card
- o Original Homestead Exemption
- o Original mortgage or original lease agreement/rental contract on company letterhead (if utilities are included in the rental fee, you must provide a bill showing the name and address)

<b>01 Birth Certificate</b>	<b>* Required</b>	Upload a clean easy to read Birth Certificate	<div style="background-color: #0070c0; color: white; padding: 5px; text-align: center; width: 100%;">Choose File to Upload</div> <div style="font-size: small; text-align: center;">Max size 10.00 MB</div>
<b>03 Proof of Resident - Utility Bill, etc..</b>	<b>* Required</b>	Please Provide Proof of Residency in `Documents` area -Electricity Bill -Cable Bill -Water Bill -Gas Bill	<div style="background-color: #0070c0; color: white; padding: 5px; text-align: center; width: 100%;">Choose File to Upload</div> <div style="font-size: small; text-align: center;">Max size 10.00 MB</div>
<b>04 Proof of Resident - Other</b>	<b>* Required</b>	Parents/Legal guardians will be required to provide schools with the following: Homeowners: Mortgage statement, tax bill or deed	<div style="background-color: #0070c0; color: white; padding: 5px; text-align: center; width: 100%;">Choose File to Upload</div> <div style="font-size: small; text-align: center;">Max size 10.00 MB</div>
<b>02 Foster care Placement Agreement</b>		FOSTER CHILDREN ONLY: If this child is a foster child, please upload the foster care agreement here.	<div style="background-color: #0070c0; color: white; padding: 5px; text-align: center; width: 100%;">Choose File to Upload</div> <div style="font-size: small; text-align: center;">Max size 10.00 MB</div>
<b>05 Immunization Record</b>		Please upload immunization record or Statement of Exemption	<div style="background-color: #0070c0; color: white; padding: 5px; text-align: center; width: 100%;">Choose File to Upload</div> <div style="font-size: small; text-align: center;">Max size 10.00 MB</div>
<b>06 Social Security Card</b>		If the student has a social security card, please upload a clear copy. Not Required to enroll.	<div style="background-color: #0070c0; color: white; padding: 5px; text-align: center; width: 100%;">Choose File to Upload</div> <div style="font-size: small; text-align: center;">Max size 10.00 MB</div>

Upload Documents

Continue to Review & Submit

Next Step is to **Review & Submit**

**St. Landry Parish Kindergarten Registration**

Parent/Guardian

Students

Documents

**Review & Submit**

Logout

**Review**

Prior to clicking the **Submit button**, please review all of the information entered by clicking on your child's name below.

Name	Submitted	Application Status	Year	Relation...	Language	Physical ...	Mailing ...	Phone	Health	Special ...	Permissi...	Documents
[Redacted]												

I certify that the information provided in this application is accurate and truthful to the best of my knowledge. If any part is false, my participation may be terminated.

I give my permission to the St. Landry Parish School Board to keep on file the following documentation: **Birth Certificate, Social Security Card, Immunization Record, Proof of Residency, and other documents associated with this application.**

I also understand that the information in this application will be held in strict confidence within the agency and is accessible to me during normal business hours.

Enter your complete name and the date. Your electronic signature (complete name) indicates that you have reviewed and verified all of the information on your application. **Any time you Login Back In** and your Application has NOT been Approved you **MUST provide a NEW Electronic Signature!!**

**Click Submit.**

Your application will be reviewed. If additional information is needed, you will be sent via text and/or email/phone call what is needed. Please log back in to enter the needed information. After entering any **NEW information YOU must click Submit** for your application to be complete.

Signature:  Date:

Any time you need to log back in to update an item or replace a document that was rejected can be done at any time and you **MUST Sign** again and Re-Submit.