

UNIVERSITY ELEMENTARY

Online Registration System Instructions

We are excited that you have chosen Caddo Parish Public Schools to educate your child! For your convenience, Caddo Parish Public Schools uses an online registration system for students new to Caddo Parish. You may complete the enrollment process by following the instructions listed below.

1. Using a tablet or cell phone, scan the QR code below.
2. The Online registration screen will appear. Prior to beginning the enrollment process, please gather the following documents (these documents must be clear and legible when scanned/photographed):
 - a. Parent Driver's License/Photo ID
 - b. Current utility bill/current lease or mortgage (the utility bill may not be older than 30 days)
 - i. If you are residing with someone else (no utility bill or lease in your name), additional documents are required as follows:
 1. Current lease/utility bill in the name of the homeowner/lessee (the utility bill may not be older than 30 days)
 2. Notarized Affidavit of Residency by the homeowner and parent
 3. Two (2) documents linking you to the homeowner/lessees' address (ex: bills in your name insurance cards, etc.)
 - c. Student Information
 - i. Birth certificate
 - ii. Social security card
 - iii. Louisiana health/shot record
3. Enter your first name, last name, a valid cell phone number and a valid email address in the Create an Account section and click start. Click create New User on your electronic device
4. You will receive the validation code for registration via email and text. Enter the code and click Continue.
5. Create a **User Name** and **Password** and record the information for future reference. Complete each of the remaining blanks and click **Submit**.



**If you need further assistance with registering: Call (318) 603-6305 or visit the Student Services Building located at 1638 Murphy Street, Shreveport, Louisiana 71103 and bring all required documents with you for Online Registration.