ENROLLMENT PROCESS FOR STUDENTS DISPLACED BY A DISASTER:

This enrollment guidance is for students displaced by a natural disaster. Displaced students qualify for homeless status if they are sharing housing with other people, including those who are doubled up with family members or are living in shelters, motels, hotels, trailer parks, or camping grounds due to lack of adequate accommodations.

STEP 1: CONFIRM STUDENT HAS TEMPORARY LIVING ARRANGEMENT

If a student is residing at an address through a temporary living arrangement due to a natural disaster, complete the Confidential Referral Form and submit the form to the Office of Students in Transition via fax at (225) 456-2858 or email to Jodi Lemon at jlemon@ebrschools.org.

Parents DO NOT need to visit the Office of Students in Transition to complete the form; the form may be completed electronically or at a school site.

STEP 2: MEMORANDUM FOR ENROLLMENT

Once the Confidential Referral Form is received by the Office of Students in Transition, it will be reviewed to determine the appropriate enrollment guidance. A memorandum will be sent to the designated school site with enrollment instructions for any displaced student who needs to be enrolled.

STEP 3: ENROLLING THE DISPLACED STUDENT

Displaced Students Relocating to the EBR School System

A student coming from outside of the East Baton Rouge Parish School System will be enrolled immediately into a school located within the EBR attendance zone assigned to the address where the student is temporarily residing.

Displaced Students Currently Enrolled in the EBR School System

A student currently enrolled within the East Baton Rouge Parish School System will be able to remain enrolled at their school of origin or may be enrolled in a school located within the EBR attendance zone assigned to the address where the student is temporarily residing.

Step 4: FINALIZING THE ENROLLMENT PROCESS

After enrollment of the displaced student at the new school site has been completed, the designated school personnel must have the parent/guardian complete the LDOE Parent Certification Form at the school site. Once the form has been completed, the designated school personnel shall submit the form to the Office of Students in Transition via fax at (225) 456-2858 or email to Jodi Lemon at jlemon@ebrschools.org.

For more information:
Office of Students in Transition (225) 456-5086
Jodi Lemon, Coordinator of Homeless Programs jlemon@ebrschools.org
Claiborne Crockett, Parent Liaison for Homeless Programs ccrockett1@ebrschools.org

Confidential Referral Form
LDOE Parent Certification Form