

# 2022-2023 APPLICATION

FOR OFFICE  
USE ONLY

GPA: R: L: M: D/A:

## STUDENT INFORMATION (PLEASE PRINT OR TYPE.)

MALE  FEMALE  ASIAN  BLACK  HISPANIC  NATIVE AMERICAN  PACIFIC ISLANDER  WHITE

\_\_\_\_\_  
 LAST NAME FIRST NAME MIDDLE NAME

\_\_\_\_\_  
 ADDRESS (\*MUST BE STUDENT'S PRIMARY RESIDENCE) CITY ZIP CODE

\_\_\_\_\_  
 HOME PHONE NUMBER DATE OF BIRTH (MM/DD/YY) CURRENT SCHOOL GRADE APPLYING FOR  
 ○9 ○10 ○11

STUDENT RESIDES WITH:  BOTH PARENTS  MOTHER  FATHER  OTHER ( \_\_\_\_\_ )

## PARENT/GUARDIAN INFORMATION (PLEASE PRINT OR TYPE.)

\_\_\_\_\_  
 FATHER'S/LEGAL GUARDIAN'S NAME MOTHER'S/LEGAL GUARDIAN'S NAME

\_\_\_\_\_  
 SPOUSE (IF OTHER THAN MOTHER/FEMALE LEGAL GUARDIAN) SPOUSE (IF OTHER THAN FATHER/MALE LEGAL GUARDIAN)

\_\_\_\_\_  
 HOME ADDRESS (if different from student) HOME ADDRESS (if different from student)

\_\_\_\_\_  
 CITY STATE ZIP CODE CITY STATE ZIP CODE

\_\_\_\_\_  
 HOME PHONE HOME PHONE

\_\_\_\_\_  
 WORK PHONE WORK PHONE

\_\_\_\_\_  
 CELL PHONE CELL PHONE

\_\_\_\_\_  
 EMAIL ADDRESS EMAIL ADDRESS

If you are not the student's birth parent, please provide a **Certified True Copy of the Transfer of Custody/Legal Guardianship**. Documentation indicating the purpose of the transfer of custody may also be requested. Legal Guardians must be: (1) appointed by the court, (2) awarded custody by a court judgment, or (3) granted temporary custody by a state agency. **A notarized statement not in compliance with the laws governing custody by mandate may not be accepted as proof of guardianship.**

**I certify that I am legally responsible for the child for whom this application is being made and have the legal right to apply, on behalf of the child, for admission and to register the child if placement is offered. I have responded to all sections of this application and certify that all of the information submitted is true to the best of my knowledge.**

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN

\_\_\_\_\_  
DATE

## **Additional documents that must be submitted before the application may be processed.**

### **1. Most recent standardized test scores in English/Reading & Math.**

Current Caddo public student: Current 8<sup>th</sup> graders are required to have scores of 730 in English **AND** Math on the **7<sup>th</sup> grade LEAP exam**. This may be printed from jCampus. Scores showing a 50<sup>th</sup> percentile or higher on a nationally recognized standardized exam in English/Reading **AND** Math may also be used.

Private/ out-of-district students: Scores in the 50<sup>th</sup> percentile or higher in English/Reading **AND** Math on a nationally recognized standardized test (Stanford, Terra Nova, ACT, PSAT, SAT, Iowa, etc.)

*Students who do not have scores to submit, or do not have a qualifying score in either subject area, please contact Mrs. Janet Wheat at 318-364-5074 or [jwheat@caddoschools.org](mailto:jwheat@caddoschools.org) for instructions on how to test.*

### **2. Copy of the most recent report card showing a cumulative GPA of 2.5 or higher.**

(Cumulative refers to an average of all grades for each grading period)

Current Caddo public student: Copy of the printed report card is preferred and not the jCampus printout, but the jCampus version will be accepted.

### **3. Printed attendance and discipline record.** Attendance record should be 95% or higher and will be reviewed for absences, check-outs, check-ins, and tardies. The discipline record should be exemplary with no out-of-school suspensions. Any detentions and/or in-school suspensions will be carefully reviewed.

Current Caddo public student: These may be printed from jCampus. If there are no discipline entries, still submit the paper that states "No items to show."

Private / out-of-district students: Letter from a school administrator verifying attendance history, that includes the number of absences and tardies, and a detailed discipline record. If there is no discipline record, it should be stated "no discipline record, none," etc.

### **4. Proof of Caddo Parish residency in parent(s)/guardian(s) name(s):** utility bill (gas, water, electric) or current lease. If you and your student reside with someone else, you must provide a notarized letter of affidavit to this effect along with a copy of a utility bill in that person's name.

### **5. Complete record of grades earned for high school credit** (the most current transcript) indicating a cumulative GPA of 2.5 on a weighted scale. Students applying for 10<sup>th</sup> or 11<sup>th</sup> grade must submit a withdrawal form from the previous high school by June 1, 2022.

### **6. Louisiana Students will need to submit any LEAP 2025 (high school credit) exam results** with a score of Basic or higher on any exams the student has taken. (Algebra I, Geometry, English I, English II, Biology, American History)

### **7. Students NOT currently enrolled in a Caddo Parish public school must also submit the following:**

Copy of student's birth certificate, social security card, and up-to-date immunization record

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**Admission will be finalized, and students will be registered for the 2022-23 school year after the following two items are submitted at a later date. Instructions will be given to those students that are provisionally accepted.**

- Final report card indicating a 2.5 cumulative GPA for the current school year AND transcript of complete record of high school credits.
- Promotion to high school as a full 9<sup>th</sup> grade student or on track for graduation without the need for credit recovery courses if applying for 10<sup>th</sup> or 11<sup>th</sup> grade.

#### **Completed applications and ALL required forms may be delivered to the school by the following methods:**

- If you would like someone to go through the packet with you in order to make sure everything is there, come to the main office during normal school hours of 8:00-4:00.
- Mail the paperwork to Caddo Magnet High School at the address printed on the front of this form.
- Scan the packet and email it to [Rmiddleton@caddoschools.org](mailto:Rmiddleton@caddoschools.org) with "application" written in the subject line.