CADDO PARISH MAGNET HIGH SCHOOL

1601 VIKING DR ● SHREVEPORT, LA 71101
(318) 221-2501 OFFICE
(318) 364-3447 FAX

Revised 9/20/22

2023 -2024 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 _____ ○9 ○10 ○11 GRADE APPLYING FOR

STUDENT RESIDES WITH: ___BOTH PARENTS ___MOTHER ___FATHER ___OTHER (_____)

PARENT/GUARDIAN INFORMATION (PLEASE PRINT OR TYPE.)

FATHER'S/LEGAL GUARDIAN'S NAME

SPOUSE (IF OTHER THAN MOTHER/FEMALE LEGAL GUARDIAN)

HOME ADDRESS (if different from student)

CITY STATE ZIP CODE

HOME PHONE

WORK PHONE

CELL PHONE

EMAIL ADDRESS

MOTHER'S/LEGAL GUARDIAN'S NAME

SPOUSE (IF OTHER THAN FATHER/MALE LEGAL GUARDIAN)

HOME ADDRESS (if different from student)

CITY STATE ZIP CODE

HOME PHONE

WORK PHONE

CELL PHONE

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** _____

Please see the second page for instructions on additional documents that must be submitted in order for an application to be processed.

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 8th graders are required to have scores of 730 in English **AND** Math on the **7th grade LEAP exam**. This may be printed from jCampus. Scores showing a 50th 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 50th 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 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 10th or 11th grade must submit a withdrawal form from the previous high school by June 1, 2023.

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

Admission will be finalized, and students will be registered for the 2023-24 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 9th grade student or on track for graduation without the need for credit recovery courses if applying for 10th or 11th 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 with "application" written in the subject line.

The deadline to guarantee admittance if the student meets all qualifications is February 10th. Incoming classes are limited to approximately 300 students. Applications received after this date will be put on a waiting list.

CADDO PARISH MAGNET HIGH SCHOOL RESERVES THE RIGHT TO DENY ADMISSION TO ANY STUDENT WHEN ACCEPTANCE OF THE STUDENT WOULD NOT BE IN KEEPING WITH THE MISSION OF THE SCHOOL. CADDO PARISH MAGNET HIGH SCHOOL DOES NOT DISCRIMINATE ON THE BASIS OF RACE, NATIONAL ORIGIN, COLOR, CREED, RELIGION, GENDER, OR DISABILITY.