Step 1: Complete your OneApp at enrollnola.org

Step 2: Get your residency and child’s age verified at a Family Resource Center (income verification is not required for G/T applicants, applicants with an IEP, or applicants to tuition-based programs)

Step 3: If your child’s evaluation was not completed by OPSB, fill out the Request for Administrative Review form and mail it with your child’s completed evaluation** to:

Orleans Parish School Board
Child Search Office
3520 General DeGaulle Drive Suite 2060
New Orleans, Louisiana 70114
504-304-4988

Bring the following documents to a Head Start Center or Family Resource Center:

Proof of guardianship:
• Parent or Guardian’s ID

Proof of age:
• Birth Certificate or Certificate of Live Birth

Proof of residency:
Two (2) of the following documents are required for proof of residency:
• Current rental lease agreement
• Homestead Exemption in the parent’s name***
• Electricity/gas bill
• Sewage/water bill
• Telephone bill (landline only)
• Cable/internet service bill
• Current official letter from government agency (Department of Social Service, Department of Health & Hospitals, etc.)

** Evaluations must be postmarked by 2/23/2018 or received in hand by the Child Search Office by 2/23/2018; non-compliant evaluations may not be able to be included in the Main Round lottery. Where possible, OPSB will work with evaluators to correct errors in evaluations. Families are encouraged to submit evaluations early in the process. Evaluations can be submitted before the OneApp is complete.

*** CURRENT property tax bill can be used as proof IF the homestead exemption is listed on the tax bill. If the homestead exemption is NOT listed on the tax bill, you will need to bring a copy of the actual CURRENT homestead exemption. Tax bills can be printed at www.nolaassessor.com

Family Resource Centers

Uptown
Lawrence D. Crocker Elementary
2300 General Taylor Street, 70115

New Orleans East
Livingston Collegiate Academy
7301 Dwyer Road, 70126

Westbank
Orleans Parish School Board Central Office
3520 General DeGaulle Drive, Suite 1101, 70114

Open Monday - Friday 8:30 AM - 4 PM
1-877-343-4773 | EnrollNOLA.org | No appointment necessary