



# Child Search Testing

## IEP, Gifted & Talented Early Childhood Applicants

**Child Search** aims to identify children who may have difficulty learning, present with a disability or present with exceptional skills that are beyond their age level (NOLA Public Schools' Child Search Office assumes the responsibility for locating and evaluating children, ages 3-5 years, in Orleans Parish.

**If you are applying to a new school and your child meets the criteria above, follow these steps:**

**Step 1: Complete your OneApp at [OneApp.Force.Com](https://OneApp.Force.Com)**

- Please indicate if your child has an IEP/Gifted and Talent IEP. Note that we only collect this information for Early Childhood applicants.

**Step 2: Get your residency and child's age verified at a Family Resource Center**

(income verification is not required for Gifted & Talent applicants, applicants with an IEP, or applicants to tuition-based programs)

**Step 3: If your child has not already been tested, schedule your appointment at [nolapublicschools.com/families/child-search](https://nolapublicschools.com/families/child-search) or call 504-304-4988**

If your child has a current evaluation (within one year of today's date) from a private vendor, please bring a copy of the completed evaluation and the Request for Administrative Review Form to the attention of the Assistant Director of ECS, at 2401 Westbend Parkway, Suite 2060, New Orleans, Louisiana 70114, or email a copy to [ecs@opsb.us](mailto:ecs@opsb.us).

**Step 4: Bring the following documents to a Head Start Center (Head Start applicants) or Family Resource Center (Non-Head Start and Gifted Applicants):**

- Parent or Guardian's ID
- Birth Certificate or Certificate of Live Birth
- Two (2) of the following documents are required for proof of residency (no older than 90 days):
  - 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 the OneApp deadline or received in hand by the Child Search Office by the OneApp deadline; 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](http://www.nolaassessor.com)

### **Family Resource Centers**

**Open Monday - Tuesday 8:30 AM - 4 PM | Wednesday - Friday 8:30 AM - 3 PM**

**1-877-343-4773 | [EnrollNOLA.org](https://EnrollNOLA.org)**

Uptown  
Mahalia Jackson Elementary  
2405 Jackson Avenue, 70113

New Orleans East  
IDEA Oscar Dunn  
12000 Hayne Blvd, 70128

Westbank  
OPSB Central Office  
2401 Westbend Pkwy, 70114