

Dear Parent/Guardian:

Welcome to The Willow School's Re-Registration for the 2023-2024 School Year

As a public school, Willow is required to obtain re-registration paperwork and proof that the parent/legal guardian of each student is a legal resident of Orleans Parish. This must be done each year.

This year's re-registration of students will be done online, **including the submission of the proof of residency documents. The deadline to re-register is March 31, 2023.**

In the next few days, you will receive a re-registration email, from **Powerschool Registration Support**, for each child. The email will contain the unique code assigned to their re-registration. The email contains a link to the form. Families might need to check their junk mail as it could have been delivered there in error.

All families should establish an account (if they do not already have one) making it easier to re-register in subsequent years. In addition, for families with multiple children, this will allow for the importing of data from one child to the other. Families that utilized the online re-registration last year, as well as those that utilized our online application system, should already have an account.

Required documents are listed below and we suggest having them available when you begin the re-registration process.

Re-registration Requirements:

Proofs of Residence: **Two (2) proofs** of residence are required for re-registration. All documents should be in the parent/guardian's name and dated no more than 30 days from the date the documents are submitted.

Group A: One (1) from this group*

- If you own your home: **2023 Property tax bill**** showing the homestead exemption or a printout from the Tax Assessor's website: www.nolaassessor.com
OR
- If you rent your home: A current signed, one-year lease listing all occupants of the property (including the student), and the landlord's contact information

*If you do not own or rent your home, please email re-registration@willowschoolnola.org.

** If you haven't received your 2023 tax bill, on the Assessor's website please provide the entire summary page, including the valuation section; OR under "Quick Links" the Tax Information - both are updated with 2023 information. 2022 tax information can not be accepted.

AND

Group B: One (1) from this group*** (showing the parent/guardian name AND the service address, dated within 30 days)

- Entergy
- Cox Cable/Direct TV (no streaming services)
- Sewerage & Water Board

- Internet Service
- Auto Insurance declaration page
- Homeowner's, Flood, or Renter's Insurance declaration page
- Payroll check stub with home address
- Medical insurance
- Government Agency letter/notice

***All documents must be in the parent/guardian's name and show the physical home/service address - no P.O. Box. Cox Cable/Cox Internet/Cox Telephone (these come as one bill) will count as one proof. All residences are subject to verification by home visits.

Reminder: submission of the documentation is required; **your child is not registered for the 2023-24 school year until documents are submitted and reviewed as required.**

A re-registration form must be submitted for each Willow student in your family. **Each student has a unique re-registration code.** After successfully submitting the first re-registration form, refer to each of the re-registration emails that were sent for the other child(ren) for their unique code(s) and complete the process again.

A few other items to note:

- When uploading the Residency Documents - Please upload your 2 residency documents as separate files, but if one of those files is more than one page in length, you will need to upload all of the pages together as 1 document. (i.e. lease).
- If taking a photo of a document, please do not resize - send it as the actual size. Acceptable file types: DOC, DOCX, PDF, TXT, RTF, XLS, XLSX, BMP, GIF, JPG, JPEG, PNG.