



Current LPPS Student Application Checklist

Documents for students currently enrolled in Livingston Parish Public Schools can be obtained in most cases by the staff of Livingston Virtual from PowerSchool or in the student's cumulative folder at the home-based school. If Livingston Virtual is unable to access student records, it may be necessary for the parent/guardian to obtain the information needed by Livingston Virtual in order for a decision to be made on whether or not the student will be accepted into the program.

The following documents must be emailed to LivingstonVirtual@lpsb.org to complete the Livingston Virtual Interest Application:

- _____ Proof of Internet Service
- _____ **Student Personal Narrative: Why is Livingston Virtual the Right Place for Me?**

NON – LPPS Student Application Checklist

The following documents must be emailed to LivingstonVirtual@lpsb.org to complete the Livingston Virtual Interest Application:

- _____ Student Transcript (grades 9th – 12th) or Student Report Card (grades 6th – 8th) or Home School Prior Academic History Form (if applicable)
- _____ Copy of Student's Current Grades
- _____ Prior Two Years Attendance Records
- _____ Prior Three Years State/National Norm-Reference Test Results for English **and** Mathematics
- _____ Individualized Graduation Plan (if applicable)
- _____ Most current special education IEP or IAP (if applicable)
- _____ Proof of Internet Service
- _____ **Student Personal Narrative: Why is Livingston Virtual the Right Place for Me?**

NOTICE OF DISCRIMINATION

The Livingston Parish School Board does not discriminate on the basis of age, race, religion, national origin, disability or gender in its educational programs and activities (including employment and application for employment), and it is prohibited from discriminating on the basis of gender by Title IX (20 USC 168) and on the basis of disability by Section 504 (42 USC 794). The Title IX Coordinator is Stephen Parrill. Livingston Parish Public Schools is committed to ensuring that all websites and web applications, both public facing and for internal use, conform to Web Content Accessibility Guidelines (W.C.A.G.) 2.0 Level AA. Any issues should be reported to LPWebAccessibility@lpsb.org, (stephen.parrill@lpsb.org), Assistant Superintendent, P.O. Box 1130, Livingston, LA 70754; Phone (225) 686-7044. The Special Education Director is Dr. Eric Penalber (eric.penalber@lpsb.org); the LPPS 504 Coordinator is Marcia McKnight (Marcia.McKnight@lpsb.org), P.O. Box 1130 Livingston, LA 70754; Phone (225)686-4248

Applications for Livingston Virtual by Non -LPPS students will not be reviewed without the submission of all necessary documentation.

Upon review of the Interest Application and required documents, Livingston Virtual will contact Non-LPPS students to verify Home-Based school district residency using the documents below:

- _____ Student's Birth Certificate
- _____ Student's Social Security Card
- _____ Student's Complete Immunization Records
- _____ Current Personal Identification in the form of a picture ID of custodial adult enrolling student. An original, current driver's license is acceptable. *The address on the identification **HAS** to match the residence address.*
- _____ Three (3) Proofs of Residency such as a purchase/construction contract, home mortgage agreement, signed rental agreement, voter registration card for custodial parent showing residence in Home-Based School District, insurance policy on dwelling, current utility (gas, electric, water, cable) bill. *Deposit receipts are not acceptable. If in the process of building or purchasing a home, you must provide a sworn statement from the builder/realtor confirming you will reside in the home within 90 days of entry into program.*
- _____ A certified copy of any Court Order establishing Custody or Guardianship which has issued an order regarding the custody/guardianship of the student being enrolled

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Student Personal Narrative:

Why is Livingston Virtual the Right Place for Me?

A range of academic interests, personal perspectives, and life experiences adds much to the educational mix. Given your personal background, explain why **Livingston Virtual** would be a good fit for you. Clearly express how the online program is what you need. Explain how the program's online learning system will "match" your needs – academically and socially. Keep this essay to one to two paragraphs maximum (250 – 350 words).

Here are some characteristics most successful online students have in common: ***superior time-management skills, excellent communication skills, awesome self-advocacy skills, and fantastic intrinsic motivational skills.*** Consider if these characteristics describe you as you write the personal narrative.

Please email the **Student Personal Narrative: Why is Livingston Virtual the Right Place for Me** to LivingstonVirtual@lpsb.org. The **Student Personal Narrative: Why is Livingston Virtual the Right Place for Me** must be in the form of a word document, and the student's name must be clearly identified on the document. Applications will not be reviewed until the **Student Personal Narrative: Why is Livingston Virtual the Right Place for Me** is received.

Note: *Acceptance into Livingston Virtual is not guaranteed.*