

2020 - 2021
Cypress Grove Montessori Application Period
December 16, 2019 – January 31, 2020

REFER TO THE MONTESSORI ACADEMY HANDBOOK FOR ELIGIBILITY CRITERIA, SELECTION GUIDELINES, AND APPLICATION PROCESS. Proof of residence within St. James Parish must be provided when the application is submitted. **The Academy cannot process incomplete applications.

PLEASE PRINT- Only **ONE** application per eligible applicant will be processed each academic year. Applications MUST be **HANDWRITTEN AND DELIVERED** to Cypress Grove Montessori Academy or Sixth Ward Elementary School by **January 31, 2020**. Please refer to the back of this page for **required documentation** needed to accompany the application. See the **Montessori Handbook** or www.stjames.k12.la.us for additional information.

SECTION I - STUDENT INFORMATION

Last _____ First _____ Middle _____
 Birth Date ____/____/____ Home Address _____
 City _____ Zip Code _____
 Mailing Address _____ APT# _____
 City _____ Zip Code _____
 Phone (H) _____ (Work/Cell) _____
 Email _____
 Current Grade _____ Current School _____

If you are **applying** for more than one child in the Montessori Academy, please complete a separate application for each child.

If you have a child that is already attending CGMA, please list the child's name(s) here:

SECTION II - DEMOGRAPHICS

Parents/Guardians: Your signature on this application grants the St. James Parish School System authorization to verify the applicant's place of residence.

<p>Gender (Check One)</p> <p><input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>Age (Check One)</p> <p><input type="checkbox"/> 4-6 <input type="checkbox"/> 6-9 <input checked="" type="checkbox"/> 9-12 *Only able to apply if received previous Montessori Training</p>	<p>Ethnic Category (Check One)</p> <p><input type="checkbox"/> African American <input type="checkbox"/> American Indian <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic <input type="checkbox"/> Other _____</p> <p>Ethnic information will be used as a lottery diversity factor.</p>
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“Free the child's potential and transform him into the world!”
 Maria Montessori

SECTION III - Parent or Guardian Information

My signature below indicates that I understand that only one Montessori Academy application can be processed for my child(ren) for the 2020-2021 school year and submitting more than one application will void the entire selection process.

Parent/Guardian's Name (Print) _____

Parent/Guardian's Signature _____ Date _____

FOR SCHOOL USE ONLY The school **must** complete this section before the application can be processed by Central Office.

Proximity/Attendance Zone _____ Address Verified _____

Date Received _____

Montessori Lead Teacher/Designee _____

See the **Montessori Handbook** or www.stjames.k12.la.us for additional information.

Completed applications, accompanied by the required documentation as outlined below, must be submitted by the deadline to either Cypress Grove Montessori Academy (East Bank) or Sixth Ward Elementary School (West Bank) with all appropriate documentation. Please note that applications will not be accepted without the accompanying documentation.

The appropriate documentation must include:

- two (2) proofs of residency in the name of the student's guardian (see below),
- immunization record,
- birth certificate,
- Social Security Card.

In addition, Pre-K students must also include the following for grant funding:

- Proof of income
 - ____ Two (2) consecutive check stubs for EACH PARENT or CAREGIVER IN THE HOUSEHOLD for the current year (within 2 months from the date filling out this application).
 - ____ An official letter from your employer stating all of the following:
 - Where parent/guardian is employed
 - Hourly rate of pay
 - The average number of hours a parent/guardian works per week.
 - ____ Snap /Food Stamps-must include the child's name and valid effective dates.
 - ____ A statement from the Social Security Administration verifying that the child listed on the application is a recipient of SSI benefits, which must be accompanied by two current check stubs.
 - ____ Current foster care placement agreement from DCFS
 - ____ Families who claim zero income of any kind must submit a Statement of No Income form.
 - ____ Parents or guardians who are employed intermittently, self-employed, or who do not have tax forms, W-2 forms, check stubs, or applicable DCFS printouts to verify their income must submit a Declaration of Income for Irregular Employment form.
 - ____ Families in temporary living arrangement due to loss of housing or economic hardship (homeless). Community Network should follow LEA-defined procedures for verifying homeless status.
 - ____ Other: _____
(May be subject to review. Note: 2019 tax documentation is allowable only if no other form of income verification documentation exists. Previous tax years are not allowed.)
- Copy of Parent 's Louisiana Driver's license or State -issued ID Card

Acceptable forms of proof of residency include two of the following:

- an Act of Sale/Mortgage for home or lease agreement/rental contract on company letterhead,
- a Voter's Registration Card (showing name and address),
- Tax Assessor's bill, and
- a water or electric bill.

Any other form of documentation for residency will not be accepted.

Completed applications are due on Friday, January 31, 2020 by 3:00 p.m.