



Patrick D. Jenkins,  
Superintendent

# St. Landry Parish School Board

1013 East Creswell Lane  
P.O. Box 310  
Opelousas, LA 70571  
Phone: 337-948-3657  
Website: [www.slp.k12.la.us](http://www.slp.k12.la.us)

## 2018 – 2019 Academic Year

TO: Parent/Guardian of Student Seeking Entry into a St. Landry Parish School

FROM: Trina A. Preston, Supervisor of Instruction, School Choice, and School Improvement

RE: Administration of Placement Examination

As per Louisiana Department of Education and St. Landry Parish Pupil Progression Policy, students transferring into the St. Landry Parish School System from an *unapproved public school, unapproved nonpublic school, parochial school entering grades 5 or 9, or LDOE approved home schooling* and are entering **grades 1, 2, 3, 4, 5, 6, 7, 8, or 9** must be given a standardized placement test in English Language Arts and Mathematics. Students will be placed in the appropriate grade depending on the outcome of these tests, which are based on grade equivalency.

Students from an *unapproved public school, unapproved nonpublic school, or LDOE approved home schooling* and are entering **grades 10, 11, and 12** shall take and pass locally developed exams for consideration of Carnegie units (credit). The number of credits earned will determine in what grade the student will be placed.

The placement test will be administered in one phase that is approximately 2.5 hours in length. A letter of confirmation will be mailed to parents/guardians. **The application includes three test session dates: June 6, 2018, July 10, 2018, and July 25, 2018. Please choose two dates (numbered 1 and 2) in which you would prefer to have your child tested, with 1 being your top choice.**

It is the responsibility of the parent/guardian to provide **ALL** necessary information for registration. Failure to provide all necessary information will delay the administration of the placement test.

### Required information includes:

1. Completed registration form
2. **For Home School Students:** Copy of letter of approval for home schooling from the Louisiana Department of Education
3. **For Non-Public and Out-of-State Students:** Copy of current report card/transcript to verify grade placement.
4. **\$35.00 registration fee** for the administration of the test. Check or Money Order **ONLY** made payable to the St. Landry Parish School Board. Cash will not be accepted.

*“An Equal Opportunity Employer”*



Students are required to dress appropriately when attending testing sessions. Shirts are to be tucked in and pants must have a belt and fit at the waist. Students are expected to conduct themselves in an orderly manner before, during, and after testing. Any student causing disruptions will be dismissed from the testing site and will be required to register for an alternate testing date. Students cannot have their cell phones during testing. If they are brought to the testing site, I will collect them and maintain possession of them until testing is completed.

Registration forms, required documentation, and the registration fee should be returned to the address below:

**St. Landry Parish School Board**  
**Attention: Trina A. Preston**  
**1013 Creswell Lane**  
**Opelousas, Louisiana 70570**

Parents will be notified of test scores within 48 hours of the student's test administration date.

If you have any questions, please call me at 337-948-3657 ext. 10709

Trina A. Preston, Supervisor  
Instruction, School Choice, & School Improvement

**ST. LANDRY PARISH SCHOOL BOARD  
REGISTRATION FORM FOR PLACEMENT TESTS 2018 - 2019**

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Last Grade Level Completed: \_\_\_\_\_

Name of Current School: \_\_\_\_\_ Phone #: \_\_\_\_\_

Last Public School Attended: \_\_\_\_\_

Last Grade Level *Completed* in Public School: \_\_\_\_\_ School Year: \_\_\_\_\_

**\*\*\*Prospective School:** \_\_\_\_\_ **\*\*\***

This is the school the student is zoned to attend after testing is complete. A copy of the student's test results will be forwarded to this school.

Parent/Guardian Name: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

**In order to process this registration form, you MUST provide at least ONE of the following: (Please check.)**

1. \_\_\_\_\_ A recent grade transcript, report card, or letter from the school verifying the grade placement of the above named student
2. \_\_\_\_\_ Letter of approval for Home School from the Louisiana Department of Education and a home school report card for current school year

Will your child need 504 accommodations? \_\_\_\_\_ Yes \_\_\_\_\_ No

**If yes, you must submit a copy of student's IAP.**

Will your child need Special Education accommodations? \_\_\_\_\_ Yes \_\_\_\_\_ No

**If yes, you must submit a copy of student's IEP.**

*I understand that it is my responsibility to provide all necessary information needed to register my child for the placement test. I understand that this registration must be received with a \$35.00 CHECK OR MONEY ORDER (non-refundable) in order for my child to be registered for the test.*

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

**Summer 2018 Testing Dates**

**Please choose two dates (numbered 1 and 2) in which you would prefer to have your child tested, with 1 being your top choice.**

\_\_\_\_\_ **June 6, 2018**    \_\_\_\_\_ **July 10, 2018**    \_\_\_\_\_ **July 25, 2018**

**This form and required documentation must be returned to:**  
St. Landry Parish School Board  
Trina A. Preston  
1013 Creswell Lane  
Opelousas, LA 70570

**OFFICE USE ONLY:**  
Check for \$35.00-Check# \_\_\_\_\_  
Money Order# \_\_\_\_\_  
Received by: \_\_\_\_\_