

**Allen Parish School Board
P.O. Drawer C
Oberlin, LA 70655**

Date: _____

Name of Child: _____

Dear Parent:

The following checked documents regarding your child were not submitted at the time of Registration.

- Social Security Card *(See 1 below.)*
- Birth Certificate *(See 2 below.)*
- Current Immunization Record *(See 3 below.)*

¹You may contact the nearest Social Security Office for a social security card. The phone number for the DeRidder office is 463-4436, and is located at 807 South Pine Street in DeRidder, LA. Office hours are 9:00 AM to 4:00 PM and they do not close for lunch. (or) Call 1-800-772-1213 or visit www.socialsecurity.gov.ssnumber. You can get up to three replacement cards each year for free.

²The Allen Parish Clerk of Court's Office, located in the Courthouse in Oberlin, can assist you with obtaining a birth certificate. The mother or father of the child (as listed on the birth certificate) may bring a current Louisiana driver's license and \$24.00 (cash or money order) to this office between the hours of 8:00 AM and 3:00 PM to obtain a birth certificate. Your copy will be printed in about 20 minutes. (or) If your child was born in Louisiana, call (504) 593-5100 or visit <http://new.dhh.louisiana.gov/index.cfm/subhome/21>. If your child was born in another state, contact that state's Office of Vital Records. For a fee, you can order copies of birth certificates at www.vitalcheck.com.

³A current immunization record can be obtained from the office where your child's immunizations were administered. The phone number for the Allen Parish Health Unit located at 145 Hospital Drive in Oakdale is 318-335-1147.

The checked items listed above must be submitted to the school as soon as possible and no later than _____. The registration process cannot be finalized for your child until all of these documents have been submitted. If you have any further questions, please don't hesitate to contact the school.

Sincerely,

(Principal's Signature)