

# Lancaster County School District NEW Student Registration STEP-By-STEP Guide

**INTRODUCTION** - Welcome to Lancaster County School District

**FORM VERIFICATION** - Are you enrolling a student for the 2021-2022 School year?  
YES

## **STUDENT -**

- Enter your child's FIRST Name
- Enter your child's MIDDLE Name
- Enter your child's LAST Name
- Enter GENERATION - if it applies (II,III,IV,V,VI,Jr,Sr)
- Enter Gender - Female or Male
- Enter Date of Birth - mm/dd/yyyy
- Enrolling Grade - Select grade your child will be entering in 2021-2022
  - (Pre-K4,K,1,2,3,4,5,6,7,8,9,10,11,12)
- Who does the student primarily live with?
  - (Both Parents, Mother, Father, Grandparents, Other)
- Select the school your child will attend from the dropdown.
- Enter
  - Home phone
  - Address (street, city, state, zip - subdivision, if it applies)
  - IF MAILING Address if different - select YES - enter address
- NEXT.....
- Enter Country your child was born in
- Select Ethnicity
- Select Race

## **PREVIOUS SCHOOL INFORMATION**

- **Has your child previously attended school?**
  - If you answer YES to this question, you will need to fill out the following:
    - Previous School Name
    - Street Address, City, Zip, Phone Number, Fax Number
  - Is your child currently suspended:
  - Has your child been recommended for expulsion
  - Has your child enrolled in a GT or Talent Development Program
    - YES or NO
  - Does your child:
    - Receive Regular Education ONLY (YES or NO)
    - Receive Special Education

- YES, prompts
  - Have an IEP
  - Have a 504 Plan
  - Attend Special Classes
    - If your answer is YES - You will be prompted to list the special classes
  - \*\*Provide the school where you are enrolling your child a copy of your IEP, 504 Plan and/or Psychological Education Reports

**HOME LANGUAGE SURVEY - Answer the following questions:**

- What is the language that the student first acquired?
- What language(s) is spoken most often by the student?
- What is the primary language used in the home, regardless of the language spoken by the student?
- In what language do you wish to have communication from the school?
- **NEXT**

**FAMILY**

- LEGAL Guardian ONLY (If APPLICABLE)
- MOTHER (First, Last, Home-Phone, Day-Phone, Email Address, Employer)
- FATHER (First, Last, Home-Phone, Day-Phone, Email Address, Employer)
- OTHER Parent/Guardian (First, Last, Home-Phone, Day-Phone, Email Address, Employer)

**ADDITIONAL CONTACT INFORMATION (Can list 2-6 contacts OTHER than parent/guardian)**

- First name, Last Name, Relationship to Student, Phone Type, Phone Number
  - Repeat same information for up to 6 contacts
- Enter first and last name of all contacts allowed to pick up your child

## **MEDICAL**

- You will be prompted to enter medical information for your child

## **TRANSPORTATION**

- What type of route does your child need?
  - Regular Route
  - Special Needs Route
  - Not applicable
- AM Transportation Mode
  - AM Bus Rider
    - Enter Pickup Address
  - Car Rider
  - Walker
  - Other
- Mid-DAY Transportation Half Day (Fill out ONLY if this applies to your child)
- FM Transportation Mode
  - PM Bus Rider
    - Enter Drop-off Address
  - Car Rider
  - Bus to Day Care
    - Enter Day Care Name
    - Enter Day Care Address
  - Daycare provides pickup
    - Enter Day Care Name
  - Walker
  - After School Program at School
  - Other

## **AGREEMENTS (MUST be completed for ALL grade-levels)**

- Read the Chromebook Protection Plan
  - Purchase OR Waive \$30.00 Protection Plan
    - NOTE -Payments MUST be made when application is SUBMITTED) Don't select purchase if you plan to do so at a later date.

## **ADDITIONAL**

- Is one or more parent employed on federal property or reports to work on federal property? If **YES**
  - Please enter street address, city, state, zip of federal property
- One or both parents are serving in or have served in the last year in a branch of the military? If **YES**, you will need to select from the list below:
  - **01** - A Parent or Guardian is serving Full-time in the National Guard and is not currently deployed
  - **02** - A Parent or Guardian is serving Full-time in the Reserves and is not currently deployed
  - **03** - A Parent or Guardian is serving Full-time in the National Guard an is currently deployed
  - **04** - A Parent or Guardian is serving Full-time in the Reserves and is currently deployed
  - **05** - A Parent or Guardian is serving Full-time in the military on active duty member and is not deployed
  - **06** - A Parent or Guardian is serving Full-time in the military on active duty and is currently deployed
  - **07** - The student's Parent or Guardian died while on active duty within the last year
  - **08** - The student's Parent or Guardian was wounded while on active duty within the last year

## **REQUIRED DOCUMENTATION - Upload the following documents**

- Your child's legal birth certificate (long form)
- Your child's certificate of immunization
- Two acceptable forms of proof of residency
  - One must be a copy of a tax receipt for real property or a rental lease
  - The other can be a power, gas or water bill with a service address matching your residence.
- Your photo identification

**FEES - Online payments are OPTIONAL - Any fees selected will be collected during the payment process once you complete the registration forms.**

**ELECTRONIC SIGNATURE - Affirms information is correct.**