

2023-2024 New Student Registration STEP-BY-STEP Guide

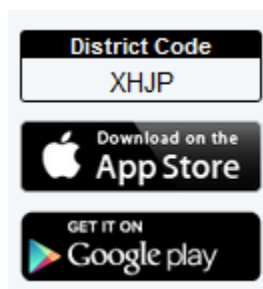
**REGISTRATION CAN BE COMPLETED ON MOBILE
DEVICES**

**Visit the APP Store to download the PowerSchool
Mobile APP**



PowerSchool Mobile
PowerSchool Group LLC
2.5 ★

LCSD District CODE – XHJP



STEP 1

Go to <https://lancastercsd.powerschool.com/public/formbuilder/form.html?formid=4990240>

Complete the Pre-Registration FORM and SUBMIT:

Student Information

First Name *

Middle Name

Last Name *

Home Phone

DOB *

Enter your child's age as of September 1, 2023 *

I CONFIRM that my child's age is at least 5 years old
as of September 1, 2023:

*

☐ YES

Gender

Grade Level *

Household Information

Street

City

State

Zip

Guardian Information

Email *

School your child is zoned to attend. 1 *

Entry Date *

Entry Year *

Submit

STEP 2

Parents/Guardians will receive the following email from PowerSchool@lcsd.k12.sc.us

From: <powerschool@lcsd.k12.sc.us>

Date: **Date enrollment submitted**

Subject: Enrollment Pre-registration Received for Lancaster County School District

To:

Dear Parent/Guardian,

The Pre-registration you submitted to Lancaster County School District for (your child) has been received.

Your child's Pre-registration will be reviewed by school staff. You will receive more information when it is processed. If you have questions or need assistance, please contact Lancaster County School District directly.

Thank you.

Sent on behalf of powerschool@lcsd.k12.sc.us

STEP 3 – EMAIL VERIFICATION must be made within 24 HOURS

From: <powerschool@lcsd.k12.sc.us>

Date:

Subject: PowerSchool Account Email Verification

To:

Your PowerSchool account is pending verification.

To verify, click the link to sign in to your PowerSchool account **within 24 hours of receiving this message:**

<https://lancastercsd.powerschool.com/public/home.html?tkn=P0xKdkNwIlt4aiIoM0VUXDZ2fDQiaElqOSo7MTTo3ayJLYWl0bHluLkh1bnRlckBtb3RvcM9sYXNvbHV0aW9ucy5jb20=>

If the link does not work, copy and paste the link into a new browser window.

STEP 4 – Setting up Parent Portal or adding student to current parent portal account

ONCE THE REGISTRATION IS APPROVED AT THE SCHOOL LEVEL

Parents/Guardians will receive the following email from PowerSchool@lcsd.k12.sc.us

From: <powerschool@lcsd.k12.sc.us>

Date: **Date Record Approved**

Subject: Enrollment Process

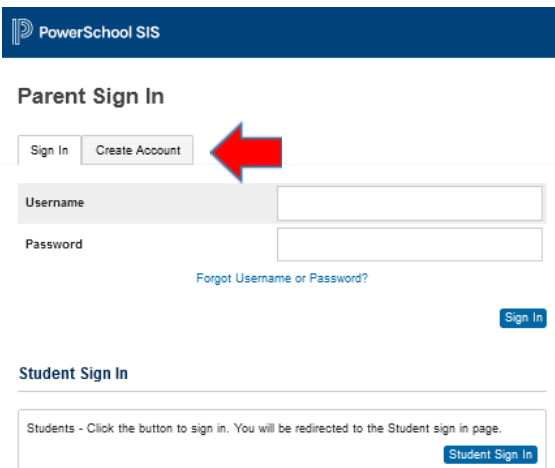
To:

Thank you for beginning the process of enrolling your student with Lancaster County School District for the 2023-2024 school year. Below are instructions to complete the enrollment process.

Step 1: Set up a PowerSchool account

If you do not already have a PowerSchool account, you can set one up by doing the following:

1. Open the internet browser on your computer
2. Type <https://lancastercsd.powerschool.com/public> into the address bar.
3. Click on **"Create New User"** Tab
4. Fill in the information requested for your desired username and password.
5. **Enter your student's full name, Access ID and Password (see below for ID & Password) Create a NEW Parent Portal Account if you DO NOT have one.**



PowerSchool SIS

Parent Sign In

Sign In Create Account

Username

Password

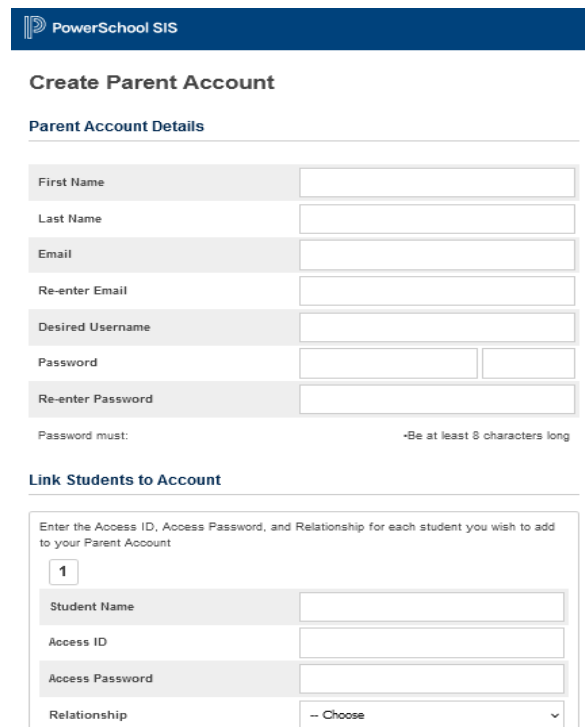
[Forgot Username or Password?](#)

Sign In

Student Sign In

Students - Click the button to sign in. You will be redirected to the Student sign in page.

Student Sign In



PowerSchool SIS

Create Parent Account

Parent Account Details

First Name

Last Name

Email

Re-enter Email

Desired Username

Password

Re-enter Password

Password must: *Be at least 8 characters long

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1

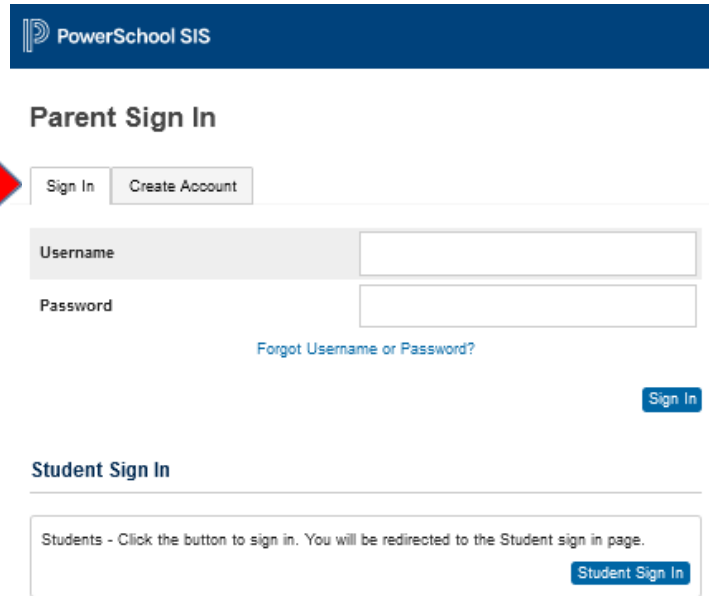
Student Name

Access ID

Access Password

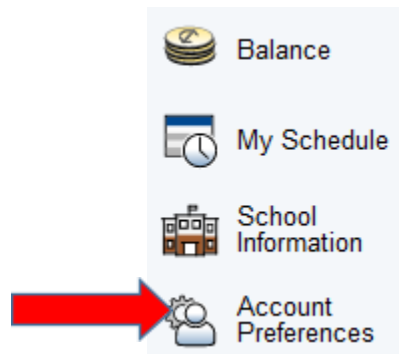
Relationship

ALREADY have a PowerSchool account? Use the Access ID and Password below to link your new student account

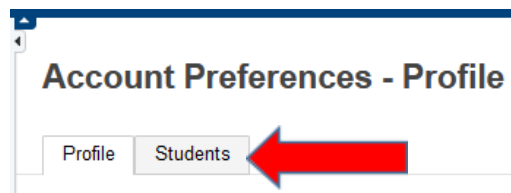


The image shows the PowerSchool SIS Parent Sign In page. At the top is a blue header with the PowerSchool SIS logo. Below the header is the 'Parent Sign In' section. A red arrow points to the 'Sign In' button. To the right of the 'Sign In' button is a 'Create Account' button. Below these buttons are two input fields: 'Username' and 'Password'. Below the 'Password' field is a link that says 'Forgot Username or Password?'. At the bottom right of the 'Parent Sign In' section is a blue 'Sign In' button. Below the 'Parent Sign In' section is the 'Student Sign In' section. It contains a text box that says 'Students - Click the button to sign in. You will be redirected to the Student sign in page.' and a blue 'Student Sign In' button.

- Select ACCOUNT PREFERENCES



- Select STUDENTS



- Select ADD

Account Preferences - Students

Profile Students

- Enter Student Name, Access ID & Access Password from PowerSchool Email

******VERY IMPORTANT******

Mother – Select “Mother” for Relationship when creating initial account and select “Original Contact Type” when completing forms.

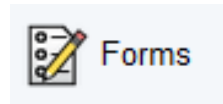
Father – Select “Father” for Relationship when creating

Add Student

Student Access Information	
Student Name	
Access ID	
Access Password	
Relationship	-- Choose v

STEP 5

Complete Enrollment



Forms

In PowerSchool, select the student you are enrolling and **click on the Forms** link and **then click the Enrollment Tab** with the left navigation menu.

******Forms will automatically advance to the next form once you submit******

General Forms	Class Forms	Enrollment	Student Support
---------------	-------------	------------	-----------------

2023-2024 Registration

[Form A - Student Demographics](#)

[Form B - Required Documents](#)

[Form C - Student Contacts](#)

[Form D - Previous School Information](#)

[Form E - Early Childhood](#)

[Form F - Home Language Survey](#)

[Form G - Immunization Consent](#)

[Form I - Transportation](#)

[Form J - Military](#)

[Form K - Required Agreements](#)

[Form L - Acknowledgment of Completion](#)

NOTE:

Once you open a form you will have an option for **ENGLISH** or **SPANISH**

STEP 6

Provide Documentation

NOTE:

- Documents can be scanned and uploaded as you complete the registration process. If you do not have a way to scan documents, please bring them to your child's school office during the designated times.

- See below for a list of required documents:

1. Two Proofs of Address
2. Child's birth certificate
3. Copies of parent' IDs
4. Proof of immunizations

If you have questions, please call your child's school office between 8:00 AM and 2:00 PM, Monday - Friday.

Thank you.

Date and Time:

Access ID:

Access Password:

Student Name:

PowerSchool Address: <https://lancastercsd.powerschool.com/public>