



LAUREL SCHOOL DISTRICT



"Come back with your shield or on it!"

2497 Harlansburg Rd. New Castle, PA 16101 Phone (724) 658-8940 * Fax (724) 658-2992

laurelspartans.com

7-28-23

Greetings,

The new school year is rapidly approaching and I wanted to take a moment to send notification that the district has made some changes to our registration and enrollment protocol. Starting August 1, 2023 the district is moving to a [central registration](#) system. This change will streamline our process and allow us to be more efficient and responsive to our families. **If you are new to the district and would like to register a student at Laurel School District, you will need to schedule an appointment.** To schedule, please call 724-658-8940 extension 3924 to speak to the central registration office or you can send an email to enroll@laurel.k12.pa.us. Appointments are to report to the district office entrance of the Laurel Middle-High School. The central registration office is located at 2497 Harlansburg Road, New Castle Pa 16010.

In addition, we will be moving to an electronic sign off system embedded into our parent portal called **"alma start."** This new platform will allow parents/guardians to update their student's information and review and electronically sign off many of the forms that you would have received on the first day of school in the past. We have also created a new page on our website dedicated to [central registration](#) and also developed a new website to support using [Alma](#). This can be found under both the **"district"** and **"resource"** sections of the website. If you are new to the district you can sign up for an Alma account via [alma start](#) by following the instructions posted there. If you are a returning family and are in need of a login or password reset please send an email to help@laurel.k12.pa.us. ***Please use Alma as the subject and list your name as parent/guardian, the name of the student(s) that you need access to along with the parent/guardian email we have on file.*** We will provide a password reset link that is good for one use to reset your password. If you received notification that you had a password reset email sent to you, but did not see it in your inbox, please check your spam/junk folder as we have had parents/guardians that had those emails sent to those folders based on the configuration of your email service. Also, the Elementary will no longer be mailing homeroom assignments. Parents will need to access the parent portal to check their student's schedule. Please feel free to reach out to myself or your school administrator if you have any questions.

*****PLEASE NOTE: If you are an existing family already established at Laurel, the only actions you must complete is to verify and update information and review and sign off the important documents posted in Alma under the alma start tab. Existing families are not required to contact central registration to schedule a meeting, or create a new account in Alma.*****



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Enjoy the rest of your summer. We look forward to seeing you on August 24th!

Dr. Robert E. Lee

Director of Administrative Services

724-658-8940 ext 3939

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