2023-2024 New Student Registration STEP-BY-STEP Guide
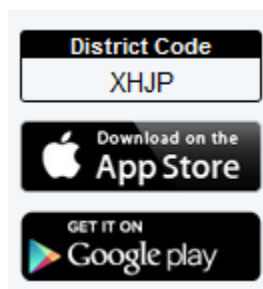
REGISTRATION CAN BE COMPLETED ON MOBILE DEVICES

Visit the APP Store to download the PowerSchool Mobile APP

PowerSchool Mobile
PowerSchool Group LLC
2.5 ★

LCSD District CODE – XHJP

District Code
XHJP

Download on the App Store

GET IT ON Google play

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

xxx-xxx-xxxx

DOB *

MM/DD/YYYY

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 *

08/21/2023

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=P0xKdkNwI1t4aiIoM0VUXDZ2fDQiaElgOSo7MTo3ayJLYWl0bHluLkh1bnRlckBtb3Rvcm9sYXNvbHV0aW9ucy5jb20=

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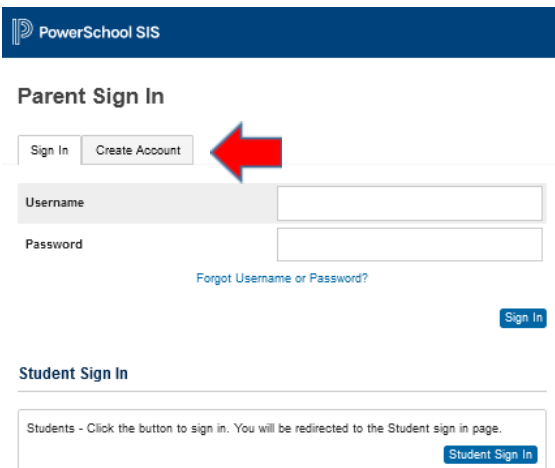
Thank you for beginning the process of enrolling your student with Lancaster County School District for the 2023-2024 school year. Below are instructions to complete the enrollment process.

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.**

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

PowerSchool SIS

Parent Sign In

→ Sign In | Create Account

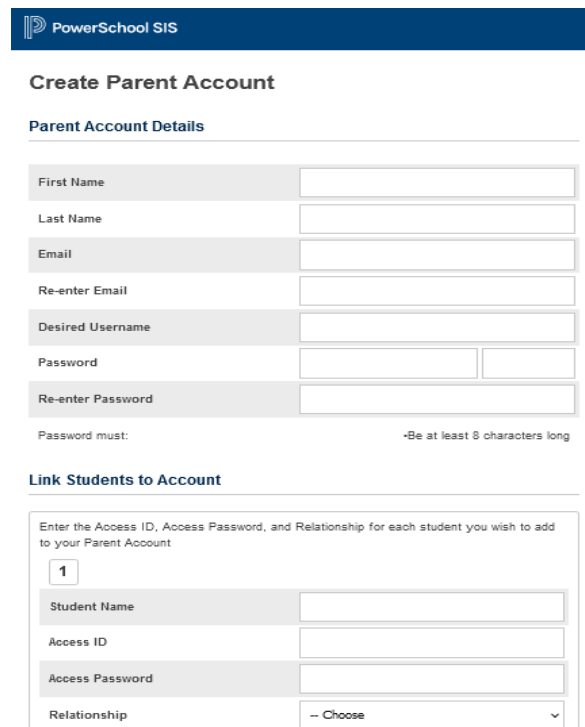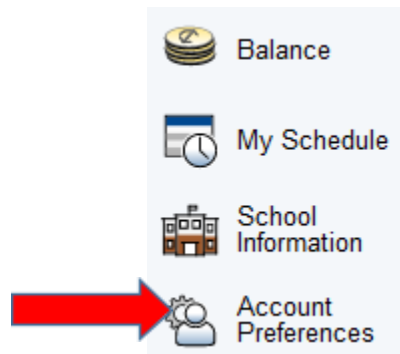| Username	
Password	

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]

- **Select ACCOUNT PREFERENCES**

🪙 Balance

🕐 My Schedule

🏫 School Information

→ 👤⚙ Account Preferences

- **Select STUDENTS**

Account Preferences - Profile
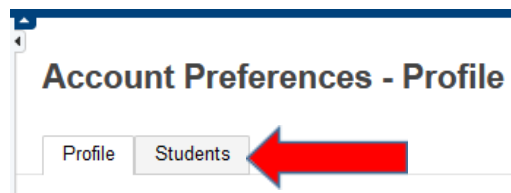
Profile | Students ←

- **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
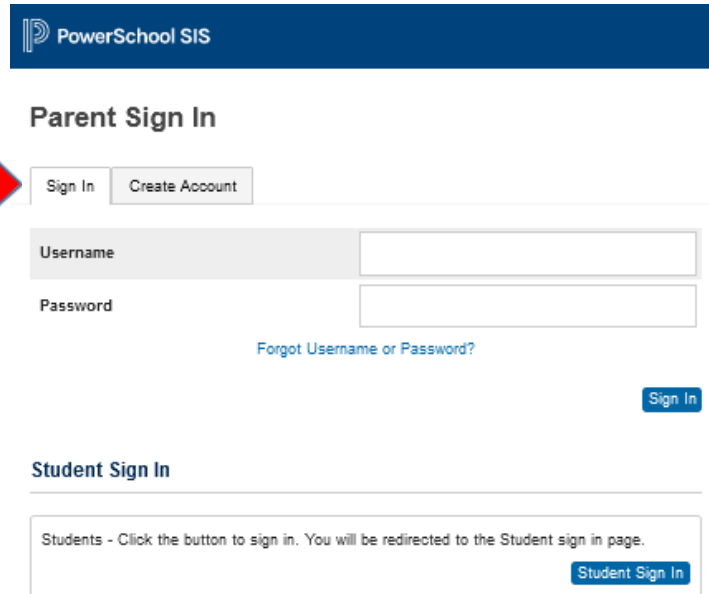
Student Name	
Access ID	
Access Password	
Relationship	-- Choose

STEP 5

Forms

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 do 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