

# Lancaster County School District

Returning Student Enrollment  
2020-2021

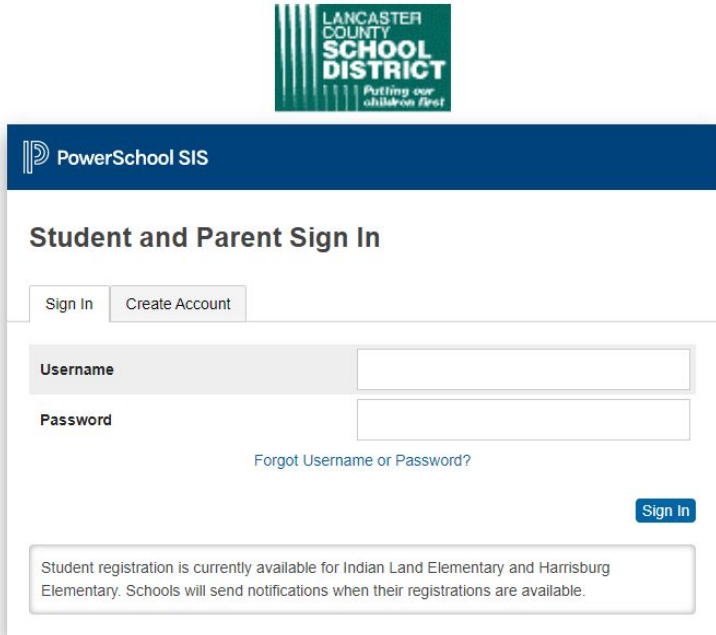
***Registration should be completed on a computer instead of a mobile device***

# Online Returning Student Enrollment 2020-2021

- **UPDATE** information for your child by logging into your parent portal account.
- This process replaces paper forms completed during registration at the beginning of the school year.
  - *No more waiting in line.*
- It is a secure way of uploading 2 required documents for Proof of Residency.
- Acceptable Proof of Residency Includes:
  - Mortgage contract or statement
  - SC Driver's License or ID Card
  - Property Tax bill or Receipt
  - Utility Bill (electric, water or gas)
  - Cable/satellite, Internet or telephone bill
  - Homeowners/renters Insurance policy
  - Notarized Letter from Landlord
- Let's get **STARTED!**

# Link to **Returning Student Enrollment 2020-2021**

- Log in your Parent Portal Account
- Contact your school if you need login information



The screenshot shows the PowerSchool SIS login interface. At the top right is the Lancaster County School District logo with the tagline "Putting our children first". Below the logo is a dark blue header with the "PowerSchool SIS" logo and name. The main heading is "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". Below these are input fields for "Username" and "Password". A link for "Forgot Username or Password?" is located below the password field. A blue "Sign In" button is positioned to the right of the password field. At the bottom, a message box states: "Student registration is currently available for Indian Land Elementary and Harrisburg Elementary. Schools will send notifications when their registrations are available."

## STEPS to Creating a Parent Account (Continued)

Enter:

- Parent First Name
- Parent Last Name
- Parent Email Address
- Desired Username
- Password (At least 8 characters)
- Re-enter Password

Link Students to Account (See **NOTE**)

Enter (**Student's LEGAL Name - from Birth Certificate**)

- Student Name
- Access ID (Provided by Counselors at your school)
- Access Password (Provided by Counselors at your school)
- Choose Relationship
- ENTER

**NOTE:** ADDING ADDITIONAL STUDENTS

- *It is easier to enter information for additional students AFTER you create AND login for one of your children to your newly created account.*

PowerSchool SIS

### Create Parent Account

Parent Account Details

First Name

Last Name

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

2

Student Name


Access ID


Access Password

Relationship

Enter



## Adding another student to your account:

- Login to Parent Portal Account
- Select *Account Preferences*
- Select *Students Tab*
- Select 
- Fill out information for each additional student

**Add Student** 

**Student Access Information**

Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	-- Choose ▾

**Navigation**

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- IGP Success Viewer
- Curriculum Browser
- Balance
- My Schedule
- School Information
- Account Preferences

**Account Preferences - Profile**

Profile **Students**

If you want to change the e-mail address, username or password to your username or password. To change your name, please

First Name:

Last Name:

Account Email:

Select Language

Username:

Current Password:   
New password must:  
• Be at least 8 characters long

**\*\*NOTE\*\*** *Web Access ID and Passwords are case sensitive.*

# UPDATING

## Returning Student Information 2020-2021

- Select Returning Student Enrollment  
2020-2021



# Complete Information in *Each* Section

Returning Student Enrollment 2020-2021

Introduction

Form

Student

Family

Emergency

Medical

Agreements

Additional

Signature

Summary

Payment

## Introduction

### 2020-21 Returning Student Enrollment

Welcome to Lancaster County School District Returning Student Enrollment. Please follow the steps below to continue.

1. Click "Next" on this page, and enter the information requested by the online forms.

Note: Required fields are marked with required, and Lancaster County School District will receive the data exactly as it is entered. Please be careful of spelling, capitalization, and punctuation.

2. On the "Review & Submit" page, check your data before proceeding.

3. Click "Submit"!

On the submission confirmation page you will have the opportunity to print out a copy of your registration to keep for your records. Note: Once the form is electronically submitted, you will receive an e-mail confirmation.

### Returning Student Enrollment for Additional Students

A Returning Student Enrollment form must be submitted for each student in your family. Once you have successfully submitted one Returning Student Enrollment, you will have the opportunity to begin another from the "Submission Confirmation" page.

Next

# Section 1 - Student Information

## Student Information

Enter student's legal name as it appears on the student's birth certificate.

First Name

Middle Name

Last Name

Suffix

- Select -



Gender

- Select -



Date of Birth

mm/dd/yyyy

Enrolling Grade 

- Select -

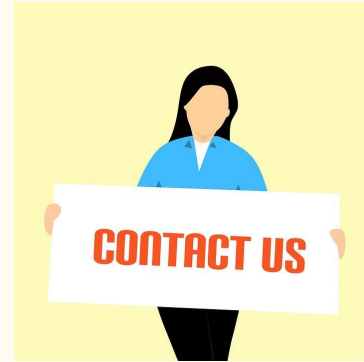


Enrolling School

- Select -



If you need to update your home address information, please visit your student's school with an updated proof of residence.



# PLEASE Note:

**IF YOU NEED TO UPDATE  
YOUR HOME ADDRESS, YOU  
MUST VISIT YOUR  
STUDENT'S SCHOOL WITH  
UPDATED PROOF OF  
RESIDENCE.**



# Chromebook Protection Plan Option (Available for Grades 3-12 *ONLY*)

Protection Plan and Parent Use Agreement

Damage that occurs through neglect, misuse, or use outside the parameters of the Student Acceptable Use Regulations will be the responsibility of the student's parent or guardian and will NOT be covered under the protection plan.

I would like to purchase the optional, non-refundable \$30 protection plan for my child's Chromebook. required

I waive the protection plan and I will incur all costs to repair or replace my child's Chromebook. required

I have read the District's Student Acceptable Use Regulations in the district's LEARNING newsletter or on the district website under [Informational Technology Resources](#) and understand it is my responsibility to help my child follow these guidelines. required

- Select -

I have read and agree to the district Guidelines for Chromebook Care above. required

- Select -

Parent/Guardian's Signature required  
type name of parent/guardian

Date required  
mm/dd/yyyy

Payment & Submit

Payment is required.

Fee Summary

Select a Payment Method required

- Select -

FEE	AMOUNT
Chromebook Fee	\$30.00

Amount Selected for Payment: \$30.00

**TOTAL \$30.00**

**Payment Options:**  
Credit/Debit Card  
Electronic Check  
Check to School  
Cash to School

## **PLEASE Note:**

- Chromebook Use Agreements are signed for **ALL Students (K-12)**
- Chromebook Protection Plan (Non-refundable \$30) is available for students in **grades 3-12 ONLY**
- If selecting Check or Cash to School, payment must be made by September 30, 2020. **Include phone number and driver's license # on check.**

# Need Assistance Creating *OR* Accessing Your PowerSchool Parent Portal Account

- Contact your School Counselors office for assistance
- Visit PowerSchool Student and Parent Help Site

<https://docs.powerschool.com/PSHSP>

Welcome to Student and Parent Help  
Your in-app help is now available from a central online location in a simple, easy-to-use format.

**28** School Year Cycle Topics

Throughout the school year, you work with PowerSchool in different ways. Here are some help topics to keep you prepared for every season!

**Start of the Year**

- Create Parent Account
- Review Class Information
- Review Class Schedule
- Set Email Notifications
- Update Account Information

**During the Year**

- Email a Teacher
- View Grades and Attendance
- View School Bulletin
- View Teacher Comments

**End of the Year**

- Register for Classes
- View Attendance History
- View Grades History

**Hot Topics**

Check out these hot topics that most commonly helped other users.

- Accounts
- Attendance History
- Grades and Attendance
- Grades History

