

Lancaster ISD

Pre-Kindergarten Enrollment Flow Chart

Basic information

Lancaster ISD offers families several options for enrollment. All new and returning families may enroll their students for the upcoming school year 100% online. This will kick off April 1, and continue through the summer. For families requiring assistance, we will host in-person events in April and August.

All enrollments will be finalized at a later date. Lancaster ISD will continually update communications to ensure that our families remain informed about the process and the latest developments in a timely manner. We hope this flowchart will provide you with an overview of the process.

If you are registering for the **current** school year, use September 1st of the **current** school year.

If you are registering for the **upcoming** school year, use September 1st of the **upcoming** school year.

Age of child on September 1 st	Register for Grade...
3	PK3
4	PK4
5	Kinder
6	1 st grade
7	2 nd grade
8	3 rd grade
9	4 th grade
10	5 th grade

REQUIRED DOCUMENTS

New-to District, Pre-K3, and Pre-K4 families MUST provide the following documents in order to complete the registration process. Please scan or take a photo of each of these documents before you begin. **Returning families do not need to submit documents.**

- Child's original state-issued **birth certificate**
- Child's **social security card**
- Child's **immunization records**
- Parent **photo ID**
- Current **gas, water, or electric bill**
- **Form 1040** (PK3 & PK4 only, for eligibility documentation)
- **Legal documents** if applicable (court documents, placement paperwork, parent current military information, etc.)

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Begin online registration:

Visit www.lancasterisd.org/enrollment

Log In

If you have, or have ever had, students enrolled in the district, use your existing username and password so that all students are linked under the same household. Use the **Forgot User ID/Forgot Password** buttons as needed. If that is unsuccessful, email **enrollment@lancasterisd.org** for assistance. Please do not create a new user; it will lock you out partway through registration.

If this is your first student to enroll in Lancaster ISD, choose **Register New User** to create a username and password. Be sure to keep that information for next year!

Complete the information required on each page. All yellow boxes are required fields and must be filled in.

The registration application does not have to be completed all in one sitting. If you experience difficulty, you can stop and email enrollment@lancasterisd.org for assistance. The program will save your work.

Submit Documents and Confirm Enrollment

Submit documents: As you come to the end of the registration application, you will find a page that requests that you submit your documents. **Returning families may skip this page.** New-to-district families will upload scanned images or photographs of their documents here. If you have difficulty uploading documents, please attend one of our in-person events in April or August, or contact enrollment@lancasterisd.org.

Confirmation page: This page contains your Confirmation number and your student's ID number. **Please print or take a photo** of this page. Campus registrars may request this information later.

Congratulations! You're done!

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Now what?

Registrars will be continually monitoring registrations as they are submitted. You may be contacted by any of the following:

Head Start

Lancaster ISD is thrilled to partner with Head Start at each of our elementary campuses. Head Start offers an amazing array of family services to students in those classrooms.

Each PK4 family will be contacted by a Head Start liaison who will talk to you about the services available through Head Start and determine whether your student meets the eligibility requirements to be enrolled in one of these classrooms.

Registrar

You will be contacted by campus registrars if there are questions about your application, or when updates are available regarding your child's status.

Nurses

You may be contacted by our Lancaster ISD nursing staff regarding your child's immunizations.

Bilingual

If appropriate, you will be contacted by a member of the Bilingual Services team to determine whether your student qualifies for these services.