

Lancaster ISD

Pre-Kindergarten Enrollment Flow Chart

2020-2021

Basic information

Out of an abundance of caution due to the ongoing COVID-19 restrictions, Lancaster ISD will be conducting Pre-K and Kindergarten registration 100% online this year. This virtual event will kick off April 1, 2020 and continue through the remainder of the school year. 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.

Will your child be 3, 4, or 5 on September 1?

No - Your child is not eligible for Pre-Kindergarten at this time.

Yes - My child will be three on September 1.

You will enroll in Pre-K3. All Pre-K3 classrooms are housed at Beltline Elementary.

Yes - My child will be four on September 1.

You will enroll in Pre-K4. Every campus has both regular and Head Start Pre-K4 classrooms.

Yes - My child will be five on September 1.

You will enroll in Kindergarten.

REQUIRED DOCUMENTS

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.*

- 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.)

Begin online registration:

Visit www.lancasterisd.org

Hover over [Parent Portal](#), then click on [Enrollment](#)

OR

[Click here](#) to be taken directly to the Registration portal

Click [HERE](#) for a YouTube tutorial

See below for more detailed information!

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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 in one sitting. If you experience difficulty, you can stop and email enrollment@lancasterisd.org for assistance. The program will save your work.

Confirm Enrollment

- As you come to the end of the registration application, you will find a 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!

Now what?

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

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.

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.
- Rest assured, your child will be taught by a certified Lancaster ISD PK teacher, using the very same curriculum as the other classrooms!

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.