STEP-BY-STEP PARENT GUIDE FOR NEW STUDENT ENROLLMENT

Welcome to the Lennox School District family! We are thrilled to partner with you in your child's educational journey. We understand that school enrollment can feel like a significant task, and our goal is to make this process as smooth and stress-free as possible. By following this guide, you will ensure your child's data is accurate, helping us provide the best support from their very first day of class.

1. Welcome & Preparation: Gathering Your Documents

Before you dive into the online portal, take a moment to gather these required items. Having your documents ready will allow you to complete and submit the application.

Pre-Enrollment Checklist:

☐ **Child's Official Birth Certificate**
- **PRO-TIP:** Only official certificates are accepted. We cannot accept baptismal certificates or hospital decorative certificates as valid proof of birth.

☐ **Parent/Guardian Photo ID:** A valid government-issued ID to verify legal guardianship.

☐ **Immunization Records.**

☐ **Proof of Residency:** You must provide **two (2) different documents** from the following list to verify your address. All documents must be in the name of the parent or legal guardian:
- Property tax payment receipt.
- Rental contract, lease agreement, or rent payment receipt.
- Utility service contract, statement, or payment receipt (gas, water, or electric).
- Pay stub showing your current address.
- Voter registration card.
- Official correspondence from a government agency.
- **Declaration of Residency** signed by the parent or legal guardian.

☐ **Specialized Documents:**
- Digital copies of your child's IEP or 504 plan (if applicable).
- An approved interdistrict permit if you reside outside the Lennox School District boundaries.

2. Phase 1: Creating Your PowerSchool Account

The enrollment process is managed through the PowerSchool portal. Please follow these steps to set up your secure access:

⇒ **Access the Portal:** Click here to open the PowerSchool Enrollment Portal.
⇒ **Start Your Profile:** Click the **"Create Account"** button.
⇒ **Enter Your Details:** Follow the prompts to enter your profile information (name, phone, and email).
- **PRO-TIP: CRITICAL STEP** When creating this account, you **MUST** enter **YOUR information (Parent/Guardian)**, not your child's information. You will have the opportunity to add your child's details in the next phase.

⇒ **Set Security:** Create a password and select your security questions. **Please record your password and security answers** in a safe place for your future records.
⇒ **Confirm Eligibility:** Check the box to affirm you are 13 years or older to comply with the Children's Online Privacy Protection Act (COPPA), then click "Create Account."

3. Phase 2: Adding Student & Household Information

Once your account is active, you will move into the "Add Student" section.

⇒ **Legal Full Name:** On the "Add Student" screen, please enter your child's **legal full name exactly as it appears on their official birth certificate.** This ensures 100% accuracy for official state reporting.

⇒ **Home/Residential Information:** Enter the student's physical address.

⇒ **Residency Questionnaire:** To help us determine if your family is eligible for additional services under the McKinney-Vento Assistance Act, please refer to the definitions below:

Term	Definition
Fixed	A place that is stationary and permanent (not a car, tent, or moving between houses).
Regular	A place where the student sleeps every night or most nights.
Adequate	A place with basics like heat, water, electricity, and enough space safe for human habitation.

⇒ **Interdistrict Transfer Logic:**
- **If you live inside the district:** Select "No" for the boundaries question and click "Next" to move to the next page.

- **If you live outside the district:** Select "Yes." The system will prompt you to upload the approved permit provided by Lennox during your application process.

4. Phase 3: Education History & Language Survey

This section helps us place your child in the best possible learning environment.

⇒ **Previous School Information:** If your child has attended school before—including preschool—please provide the school's name and address.
- **UX Note:** Once you provide this information, our administration office will handle the rest! We will initiate the formal request for official transcripts so you don't have to.

⇒ **Home Language Survey:** This identifies languages used at home.

⇒ **Ethnicity and Race Report:** You must complete both Part A (Ethnicity) and Part B (Race). Note that you are welcome to **select more than one race.**

⇒ **Special Education:** If you select "Yes" for an IEP or 504 Plan, you must describe your child's needs in the text box and **you must upload the legal document** to proceed with the application.

5. Phase 4: Health Records & Emergency Contacts

⇒ **Emergency Contacts:**
- **Contact 1** is designated as the primary Mother or Guardian 1 and **must** include a valid email address.
- **Contact 2** is designated as the primary Father or Guardian 2

⇒ **Medical Information:**
- **Workaround:** If you do not currently have a preferred doctor or dentist, simply enter **"N/A"** in the Name field and **"555-555-5555"** in the Phone Number field for both sections.

⇒ **Allergies or Medical Conditions:** If you select **"Yes,"** please provide an official medical statement from your child's physician. The documentation should clearly outline the specific allergy or condition and any necessary accommodations.

6. Phase 5: Agreements & Document Uploads

⇒ **Mandatory Agreements:** Please open and review each document carefully:
- **Walking Home Policy:** Only applicable for students in Grade 3 and above.
- **Photo/Video Release:** Choosing "No" ensures your child's image/name will not appear in school publications or the yearbook.
- **Pediatric TB Risk Assessment:** Review the risk factors. If your child has traveled/lived in a country with an elevated TB rate for 1+ months, has immunosuppression, or has had close contact with infectious TB, you must have a doctor complete the form and return it to the school office.

⇒ **School Funding/Lunch Application:** This link redirects you to a **separate, secure website.** This is a vital step for district funding!

⇒ **Document Uploads:** Upload clear, legible copies of your ID, birth certificate, and residency proofs. **If you cannot upload them digitally, please bring physical copies to the school office.**

7. Phase 6: Final Review & Submission

⇒ **The Status System:** PowerSchool uses a simple visual system to help you finish:

- **Green Check Mark (Green Light):** This section is perfectly complete!
- **Red Indicators:** These show where information is missing or needs correction.

⇒ **Submission Logic:**

☐ **Don't worry if the "Submit" button is greyed out or inactive!** This is just the system's way of making sure you haven't missed a required detail. Once all Red Indicators are resolved, the button will become active.

☐ **Final Review:** On the "Summary" page, double-check all spelling, capitalization, and punctuation.

☐ **Success:** After clicking "Submit," you will receive an email confirmation. Please **print the submission confirmation page** for your records. If you have another child to enroll, you can start a new registration right from the confirmation screen.

PAGE	STATUS
Student	✓
New Student	✓
Contacts	✓
Priority	2

PAGE	STATUS
Student	✓
New Student	✓
Contacts	✓
Priority	✓
Siblings	✓
Medical	✓
Agreements	✓
Document Uploads	✓
Signature	✓

ALL GREEN SUCCESS

We are here to support you every step of the way! If you run into technical difficulties or have questions about your documents, please reach out to your child's school office directly. We can't wait to welcome your student to our schools!