

LCS Online Enrollment Application Instructions
May 2021

***Online Enrollment is for enrolling new kindergarten students and new students to Limestone County Schools. Students wanting School Choice or District Choice will not use Online Enrollment.**

****Online Enrollment Opens Sunday, May 2 at 6:00 p.m.**

*****If you need help with online enrollment, local schools will provide assistance starting Tuesday, May 4. Check with your local school for schedules and locations.**

1. Preparing for Online Enrollment
 - Gather Important Documents
 - Proof of Residence
 - Custody Documents
 - Immunization Card
 - Family Contact Information
 - Phone Numbers and Addresses
 - Driver's License Number for Primary Contact
 - Medical Information and Doctor's Contact Information
 - Phone Numbers for Doctors and Dentist
 - **iPhone or Smartphone with the Notes App.**
 - **Total enrollment process will take 20-30 minutes. Once you begin filling out the application, any information entered will be saved so you can return at a later time to complete online enrollment.**

2. Creating an Account and Login
 - Click on the LIVE Link
 - [English - LIVE Link](#)
 - Local School Website
 - Limestone County Schools Website

 - Click the **Blue** Create Account button.
 - Complete the Profile Information
 - First and Last Name
 - Daytime Phone
 - Email Address
 - Complete Security Information
 - Password and Security Questions
 - Enter Sign In Information

3. Add New Student (One Application for each student)
 - First and Last Name
 - Date of Birth

4. Student Information
 - Home/Residential Information
 - Student Cell Number (Middle and High School)
 - Military Information
 - Transportation
 - Please select your child's normal riding time.

5. Student Information
 - Ethnicity and Race
 - Previous School Information
 - Pre-School Information
 - Headstart- Federally funded preschool 3 & 4 year olds
 - First Class Funded- Voluntary State funded preschool (OSR)
 - Center Based Child Care- Private Daycare
 - Home Visitation Program- DHR/Family Resource Center
 - Home-Based Child Care- Daycare
 - Special Education Funded- Locally Funded Inclusive Pre-K
 - Other
 - Home Language Survey
 - Alabama State Department of Education Employment Survey
 - Student Residency Questionnaire
 - Contact Information
 - Add additional contact information (Up to 7 Contacts)
 - Contact Priority
 - Siblings - Separate application required for each student.

6. Health Assessment Record
 - Vaccination Requirements
 - Physician - If you do not have a doctor, select **No Regular Place**
 - Dentist - If you do not have a dentist, select **No Regular Place**
 - Insurance
 - Medical History
 - If your child has no known medical or health problems, click the box and skip remaining medical questions.

- Medications and Procedures - Click on the [blue link](#) to print the Prescriber/Parent Medical Form. Required if your child takes medication at school.
 - Medications
7. SchoolMessenger (Automated Calling System)
- Persons listed in this section will receive an automated call during school closures, weather delays, and other district announcements.
8. Agreements from Student Handbook
- Student Handbook
 - Acceptable Use Policy
 - Device Agreement
 - Photo/Video Release
 - Corporal Punishment Opt-Out
9. Document Uploads (Optional - may bring copies of documents to local school)
- Scan and Upload Document
 - Use the NOTES App on your iPhone or Smartphone
 - Check out the How To Video on Youtube
 - [How to Use NOTES to Scan Documents](#)
 - If you need help, check with your local school.
 - Birth Certificate
 - Parent/Guardian Driver's License or Government Issued ID
 - Proof of Residency
 - Utility bill, mortgage statement, or lease agreement.
 - Withdrawal Form
 - Transcript from Previous School
 - Custody Documentation
 - Immunization Record (Blue Link lists required immunizations. Still need a signed Blue Card from your doctor or health clinic - **Separate Form**)
10. Electronic Signature
- I agree
 - Parent/Guardian Signature
 - Today's Date
11. Summary Page

- A completed application will contain a **Green** Checkmark for all required sections.
- You do not have to upload digital copies of documents to submit the online enrollment application.
- Provide hard copies of documents at your child's school.

12. Next Steps

- May print a Completed Application for your Records
- Complete a New Student Application for additional students/siblings
- Free and Reduced Application