



IMPORTANT
ONLINE REGISTRATION INFORMATION
SAVE THIS LETTER

August 1, 2017

PIV/ID# and Parent Name Here

Name
 Address
 City, St, Zip

REGISTRATION for the 2017-18 school year is August 7 – 18, 2017! Read further for dates for your area school. We are implementing an online registration and enrollment process for all of our LCSD schools. Between August 7 – 18, 2017 registering your child can be done from the comfort of your home OR you can come to the school in your area to complete registration (see below.)

There are multiple steps in the Online Registration process. Instructions for accessing **RegiStar and accompanying applications** are included on the back of this letter. If you have any questions, or would like support or assistance, please attend one of the registration labs.

~ Come to REGISTRATION and get one pair of ECLIPSE glasses for each child registered! ~

2017–18 REGISTRATION & COMPUTER LABS – DATES, TIMES & LOCATIONS

<p>SOUTH AREA : <u>Waldport MS/HS & Crestview Hgts</u></p> <p>Mon., Aug. 7th 8 AM – 4 PM 8 AM – 4 PM</p> <p>Tues., Aug. 8th 8 AM – 7 PM 8 AM – 7 PM</p> <p>Wed., Aug. 9th 8 AM – 7 PM 8 AM – 7 PM</p>	<p>NORTH AREA: <u>at TAFT 7-12</u></p> <p>Mon., Aug. 14 8 AM – 3:30 PM</p> <p>Tues., Aug. 15 8 AM – 7:30 PM</p> <p>Wed., Aug. 16 8 AM – 3:30 PM</p> <p>Thurs., Aug 17 8 AM – 7:30 PM</p>
<p>EAST AREA: <u>Toledo Jr/Sr HS & Toledo Elem.</u></p> <p>Tues., Aug. 8th 8 AM – 3:30 PM, 6 PM – 7:30 PM</p> <p>Wed., Aug. 9th 8 AM – 3:30 PM 9 AM – 7 PM</p> <p>Thurs., Aug. 10th 8 AM – 3:30 PM 9 AM – 4 PM</p> <p>Fri., Aug. 11th 8 AM – 3:30 PM</p>	<p>WEST AREA: <u>Grades K–8 at Newport Middle</u> <u>Grades 9–12 at Newport High</u></p> <p>Tues., Aug. 15 1 PM – 4 PM, 5 PM – 8 PM</p> <p>Wed., Aug. 16 9 AM – 12 PM, 1 PM – 4 PM</p> <p>Thurs., Aug. 17 1 PM – 4 PM, 5 PM – 8 PM</p> <p>Fri., Aug. 18 9 AM – 12 PM, 1 PM – 4 PM</p>

Mid-Co Bus company staff will be available at each of the registration lab locations to help parents determine the appropriate bus route(s) for their child.

Additional reference documents will be available for parents as well. (Student-Parent Handbooks, Immunization information and the Nurses Bulletin, to name a few.)

What do I need to have ready to complete online registration?

- **Names and telephone numbers for emergency contacts**
- **Transportation plan information** for each student including the address they will be picked up from, and delivered to if riding a school bus, names and contact information for anyone who will/could transport the child.
- **For Kindergartners:** Proof of age and an Immunization record are required. *(Please make sure to bring a copy or take a copy to your school office.)*
- **An Email address** – if you do not have an email address we can help with that.
- **Your PIV/ID#** as provided above.

ONLINE REGISTRATION INSTRUCTIONS

DO NOT logon to register your child before August 7.

We will be purging all data from the system just prior to registration opening to delete testing and training records. You will have to do online registration all over again!

Online registration is accessed at <http://lincoln.registar.lblesd.k12.or.us>

1. Click on "First Time User" button. (Yes, even if you were a part of the pilot last year.)
2. Your login will be your email address, and you will create a password.
Note: Save this information as you will need it to get back into the system if you need to login to finish, or for next year.
3. At the bottom of the page, answer YES to the PIV/ID# question and enter your ID# as provided at the beginning of this letter. This number associates you with your child(ren) to be re-enrollment.
4. Select a child and continue with enrollment.
 - o Your child has been assigned a PLANNED SCHOOL for 2017-18 by their home address or in accordance with an approved variance or transfer. If this is not correct – please complete your enrollment anyway AND contact a school representative. DO NOT create a new student record!
 - o The first several sections of information about your student will be pre-filled with existing information that you will need to review and update as needed. Then continue and complete the remaining sections.
 - o Once re-enrollment is complete in RegiStar, you will be asked to verify and digitally sign. Click NEXT, then choose from the option to Register another student or continue to LCSD Forms.

LCSD Forms. You will be sent directly to the LCSD form login page. (dataschools.com)

Note: If have to leave the program before finishing with a child's questions, to get back in and finish login to dataschools.com

1. You will need to login again, using your PIV/ID# and password.
2. A list of your children will show up. Choose a child and answer all questions relating to that child.
3. When finished the program will give you an option to complete questions for another child or you can move on to the last step of the registration process and choose the link to your child's school.

School Site. The link to your child's school will give a "Registration Information" prompt.

1. Click on this and you will be given additional information that is required for your grade level, including the Health Master Health Questionnaire for all students.
2. Fees may also be paid through your school website for Middle and High School Students. Look for the "Online Payments (Pay Fees)"
3. Follow instructions provided under Registration Information on the website for additional required documents.
4. Once you have completed the health questionnaire and any requirements listed, then you have completed Online Registration.