

How to Register for School

LAKE SHORE RESIDENTS:

1. Registration begins in January. Parents need to bring the following to school:

a. **Student's original birth certificate**

b. **3 Pieces of residency** (3 pieces of mail with your name and address on them - such as a purchase agreement, rental agreement, utility bills, insurance bill, charge card statement, etc.)

c. **Student's immunization record**

Kindergarten students are required to have **hearing and vision test results** (given by their doctor or the health department, many times these were done at their preschool).

2. Parents will be asked to fill out a **pre-registration form. (See attached form)**

3. When all of the above has been completed, the student's information will be entered into our computer system and a letter will be given with instructions on how to create a Parent Portal account. Once the account is created, login, go to the Infosnap logo in the menu and **register for school**. If you already have a Parent Portal account instructions to add another student is included in the letter. (If you do not have access to a computer, you may use a computer in the school office, library or computer lab). Computers are also available at the public library.

4. Once the Info-Snap process is **completed**, the school will schedule your child in a class.

5. In August, **ALL parents of students registered will be asked to log into their Parent Portal again** and review their information. Parents will have an opportunity at this time to make any changes necessary. The August review procedure is a required step, and must be completed for your child to start school.

LAKE SHORE HIGH SCHOOL STUDENTS:

All new students are to bring in an unofficial transcript and a discipline form signed by the previous district. Once the high school counseling office has these along with the regular documents (Birth cert, immunizations, residency) they will make an appointment to schedule classes.

SCHOOL OF CHOICE STUDENTS:

Your process to register for school is the same as a resident's, except you have a few steps prior to those listed above. If you live outside of our district and wish to attend Lake Shore Public Schools, you will need to apply for Schools of Choice during the open enrollment period. The Schools of Choice application can be picked up in any school office, or you can find it on-line at <http://www.lakeshoreschools.org/schools-of-choice.html>. Complete and sign the application form and provide 3 items showing proof of residency in Macomb County. For grades 1 and above, attach a current report card and have the discipline form signed by current school. Return all items to Ms. Chelsey Schell at Lake Shore Public Schools, 28850 Harper Ave., St. Clair Shores, MI 48081. Fax: 586-285-8463. You can email any questions to cschell@lsps.org.

Ms. Schell will process all Schools of Choice applications and send letters to both the parent and the school requested on the form. The parent then calls the school to set-up an appointment to

meet the principal. Once accepted as a Schools of Choice student – the registration process that is listed above is the same.

IN-DISTRICT TRANSFER:

If you live in the Lake Shore, but would like your elementary student to attend a school other than your designated boundary school, you can request an **in-district transfer**. You will need to write a letter to our Administration Office and give your reasons for wishing to attend a different elementary. The Administration takes into consideration class sizes and consults with the school principal in their decision. Please send your letter to: Mrs. Mary Faley, Assistant Superintendent for Education Services, 28850 Harper Ave., St. Clair Shores, MI 48081.

If you have any further questions about registering your child for, please call your office directly.

If you are interested in information to sign your child up for our SACC (School Age Child Care) Program, please visit <http://www.lakeshoreschools.org/school-age-child-care.html> . They require a separate enrollment package to be completed. If you know you will be needing their services, please contact them early, as they may have a waiting list if you apply in August.

Pre-Registration Form

Please print:

Student's Name: _____

Grade: _____ Birthdate: _____

Address: _____

City, State, Zip: _____

Phone: _____

Parent's Name: _____

Email: _____

Date: _____

OFFICE USE ONLY:

- Birth Certificate
- Immunizations
- Residency
- Hearing / Vision (Kdg. only)
- Parent given Student Number and Info-Snap Information