



2018-2019 NEW STUDENT ONLY Registration

Students currently attending school outside Lexington/Richland District Five, who wish to enroll for the 2018-2019 school year, must complete the current school year prior to completing on-line forms through Registration Gateway. The on-line portal for the 2018-2019 school year for grades (K-12) will be available on June 9th. To start the 2-step process, please follow the instructions below:

INSTRUCTIONS FOR NEW STUDENT ONLY REGISTRATION

REQUIREMENTS: In order to start the student registration process, a student must reside in the school district's attendance area at the time of registration. A student must turn 5 years of age on or before September 1, 2018 in order to enroll in Kindergarten for the 2018-2019 school year.

Please read the entire 2-step process before clicking on the registration link. The link to begin the online registration is provided at the end of this instruction page.

STEP 1: Registration Gateway (Online Portal)

- The registration process begins by using the district's secure, online registration system called **Registration Gateway**. Parents of new students will need to establish an account in Registration Gateway. The same account can be used to register multiple students.
- Parents/guardians will need to know which school their child will attend based on their residence before they start the registration process. Address verifications can be made through the district's online school locator on the front page of the Registration Gateway site.

STEP 2: Presentation of Required Documentation - In Person Registration Completion

The following is what you will need to bring to your registration appointment...

Parents must schedule an appointment to complete the enrollment process.

- **Legal Birth Certificate with seal.** A mother's copy or a hospital copy is not acceptable.
- **SC Certification of Immunization.** All immunizations must be recorded on a SC Certificate of Immunization.
- **Proof of Residency.** Acceptable documents include a deed, certificate of occupancy, closing statement indicating completion or rental lease agreement with official signatures, utility bill (electric, gas, water, or telephone).
- **Custody Papers** *If applicable*
- **Medicaid Card** *If applicable*
- **For Middle and High School (Grades 6-12)** A copy of your child's unofficial transcript (ideal) or latest report card from their previous school.

Remember that a student's registration is not complete until all required documentation is presented and processed.



To start the online registration process for
A NEW STUDENT – [Click here](#)