

Charleston County School District  
Online Registration Instructions  
May 1, 2017

**A. How to create an account in the Online Application and Registration System**

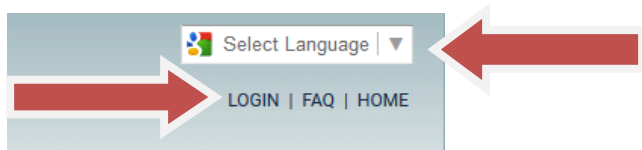
1. On the Charleston County School District Home website (<http://www.ccsdschools.com>) :

Click on Families>Students>Registration>Online Registration System on the home page.



2. [Click here to start the Online Registration Process.](#)

3. The form is in English. If you need a language other than English click on Select Language in the top right corner. If your language isn't present in the drop down, please email [PS\\_Help@charleston.k12.sc.us](mailto:PS_Help@charleston.k12.sc.us) for assistance. Then click on Login.



4. On the right side, create an account, using an existing email account. If you do not have an email account, you can go to a website, such as Hotmail.com or Google.com and create one.

**Login**

If you have already created an account  
please login to your account to continue:

Email:

Password:

[Forgot your password?](#)

If you do NOT have an account  
please create an account using the form below:

Guardian First Name:

Guardian Last Name:

Guardian Email:

Confirm Email:

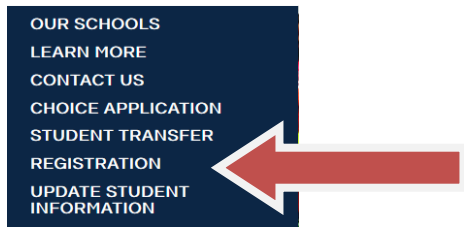
Password:

Confirm Password:

5. Once you've created an account, Log in.

**B. How to Register Students that have never attended a school in Charleston County School District**

1. Once you've logged in, click on Registration in the top left navigation menu.



OR

click on Register a Student as seen below:

**Register a Student**

To complete registration forms for your child, [click here](#). If your student is already enrolled in the district, you can use our student lookup to link that student record to this account and update information.

2. Enter your address in the appropriate fields and also the student's registering grade. Then click Find My Schools.

To begin enrollment, please enter your home address to display your zoned schools:

A.1	*Address Line 1:	3999	Bridgeview Dr
		Number	Street Name
A.2	Address Line 2:		
		Apt/Lot	
A.3	*City:	North Charleston	
A.4	*State:	South Carolina	
A.5	*Zip:	29405	
A.6	*Grade Registering for:	11	
A.7		<input type="checkbox"/> Moving into district (Please enter your future in district address)	

Find My Schools

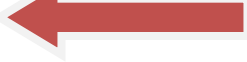
A large red arrow points to the 'Find My Schools' button at the bottom right of the form.

3. Your neighborhood school should be displayed at the bottom. If the neighborhood school is correct, click on that school to proceed with the registration process.

Schools displayed for grade: 11  
Schools displayed for address: 3999 Bridgeview Dr  
[\(click to change the address or grade\)](#) North Charleston, SC 29405

If the school that you want to register for is not listed below, please make sure the home address was entered correctly. If the home address is correct but your school is not listed, [please click here](#).

**High School / Neighborhood School**

**North Charleston High** (open to students applying for grades: 9, 10, 11, 12)   
North Charleston High - (843) 745-7140  
1087 E. Montague Ave., North Charleston, SC 29406

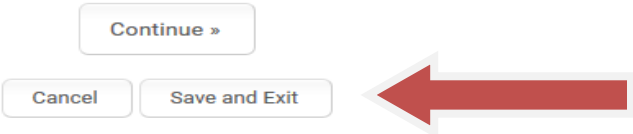
4. If that isn't the school you need your student to attend, and your home address is correct, select [please click here](#). Then select one of the three choices which most fits your situation.

**Please select one of the following exceptions below to be able to complete your registration:**

- Assigned by the district to a specific school
- Transitioning military dependent
- The system does not recognize my Charleston County home address

Now click on the school your student is to attend from the expanded list of schools displayed and proceed with the completion of the registration form.

5. If you want to stop during the process and return later, just click the Save and Exit button at the bottom of the page you are on.



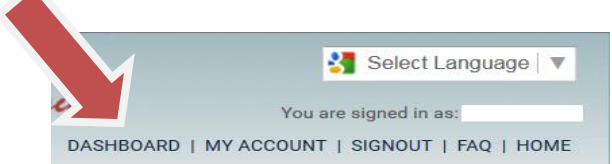
6. Each page must be complete before proceeding to the next page. If you left something blank, you will get an error message that will show you what still needs to be completed and then those questions will be in red.

7. When you complete the online registration process, you must still take the appropriate documentation to your student's school to complete the registration process.

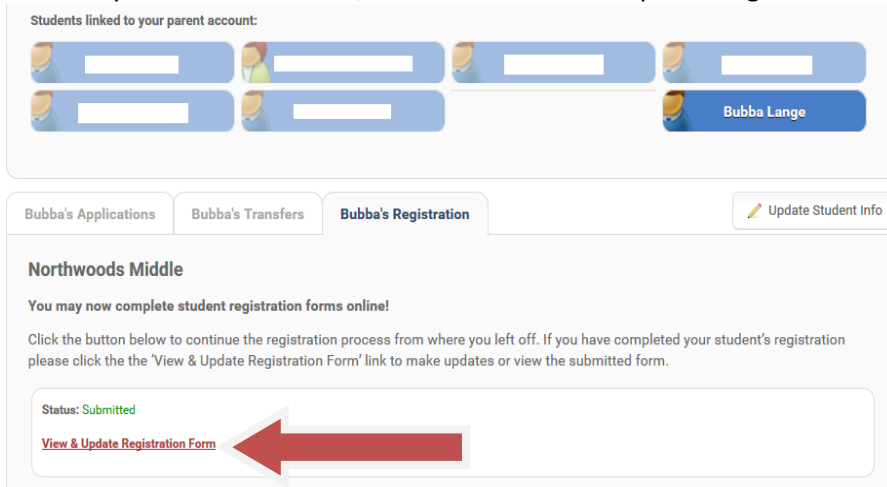
8. When finished, click sign out.



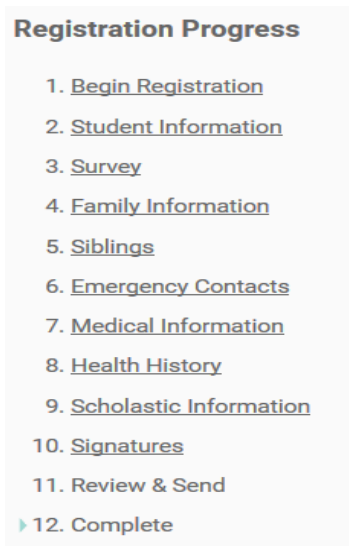
9. If you want to return to this student's registration at some future time, after you log in, click on Dashboard at the top right.



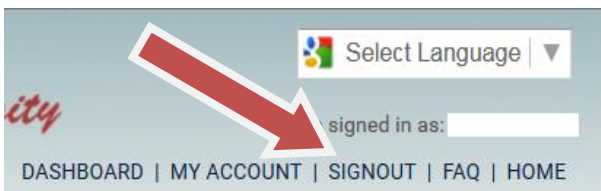
10. Click on your student's name, then click on View & Update Registration Form.



11. To edit the registration form, click on the step needed



12. When finished, click sign out.

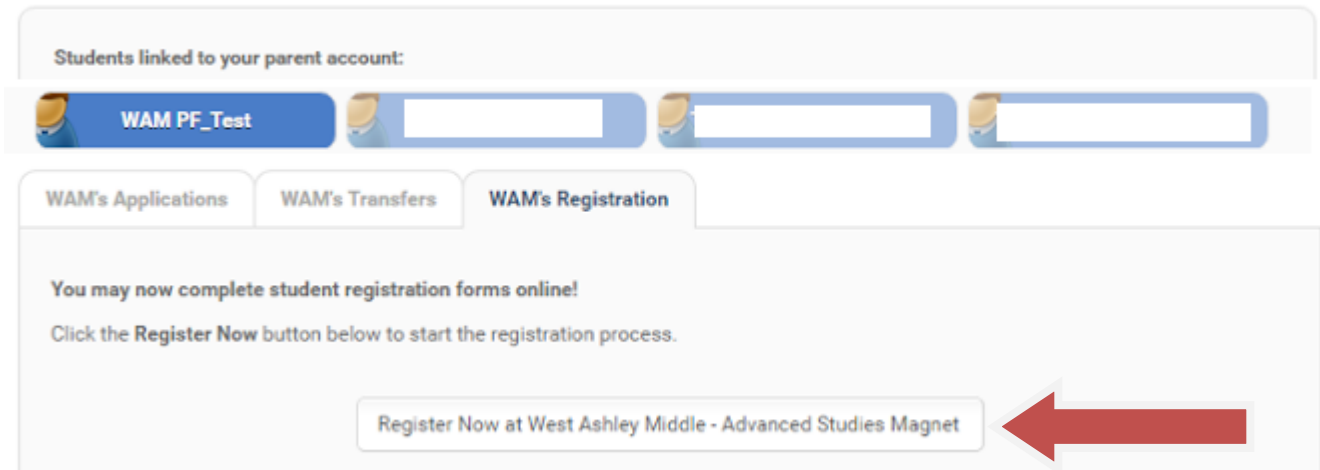


**C. How to Register Students that have a Student Transfer accepted or have accepted a Choice seat**

1. Go to the dashboard and select the student you want to register. Select the Registration tab and click on

“Register now at...”

Your children are listed below. Click the button to manage applications and registration forms for each child.



Students linked to your parent account:

WAM PF\_Test

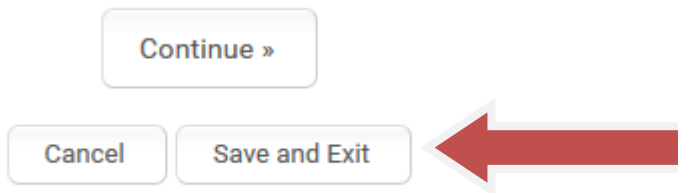
WAM's Applications | WAM's Transfers | **WAM's Registration**

You may now complete student registration forms online!  
Click the Register Now button below to start the registration process.

Register Now at West Ashley Middle - Advanced Studies Magnet

A red arrow points to the "Register Now at West Ashley Middle - Advanced Studies Magnet" button.

2. Proceed with the completion of the registration form. If you want to stop during the process and return later, just click the Save and Exit button at the bottom of the page you are on.

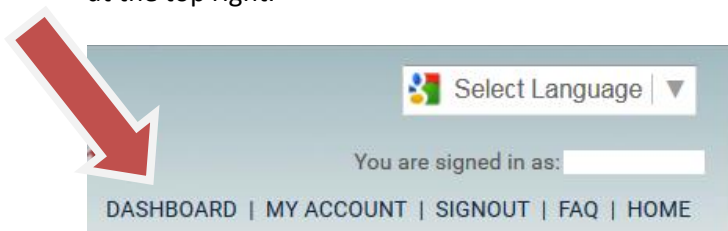


Continue »

Cancel | Save and Exit

A red arrow points to the "Save and Exit" button.

3. Each page must be complete before proceeding to the next page. If you left something blank, you will get an error message that will show you what still needs to be completed and then those questions will be in red.
4. When you complete the online registration process, you must still take the appropriate documentation to your student's school to complete the registration process.
5. If you want to return to this student's registration at some future time, after you log in, click on Dashboard at the top right.



Select Language | ▼

You are signed in as: \_\_\_\_\_

DASHBOARD | MY ACCOUNT | SIGNOUT | FAQ | HOME

A red arrow points to the "DASHBOARD" link.

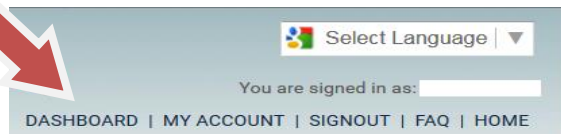
6. Click on your student's name, then click on View & Update Registration Form.
7. To edit the document, click on the page you want to edit on the left side from the steps shown below.

## Registration Progress

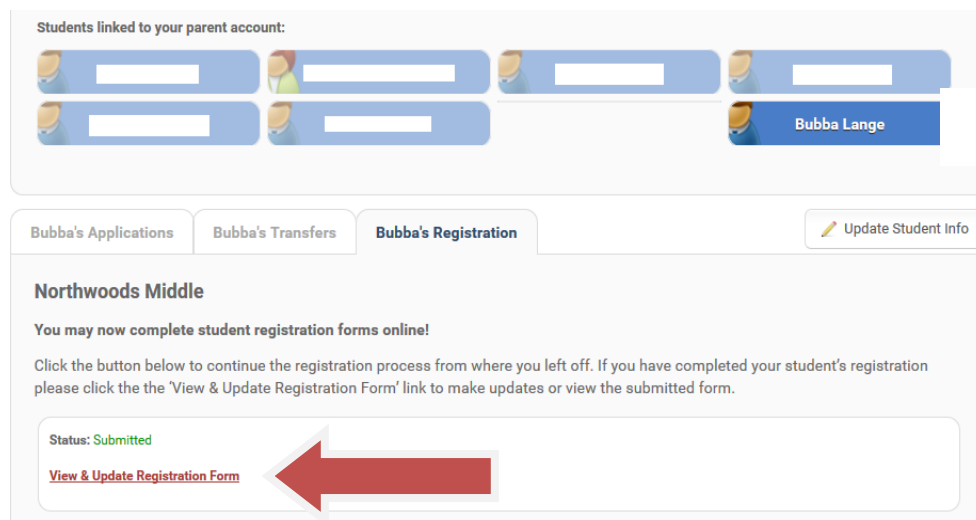
1. [Begin Registration](#)
2. [Student Information](#)
3. [Survey](#)
4. [Family Information](#)
5. [Siblings](#)
6. [Emergency Contacts](#)
7. [Medical Information](#)
8. [Health History](#)
9. [Scholastic Information](#)
10. [Signatures](#)
11. [Review & Send](#)
12. [Complete](#)

8. When finished, click sign out.

9. If you want to return to this student's registration at some future time, after you log in, click on Dashboard at the top right.



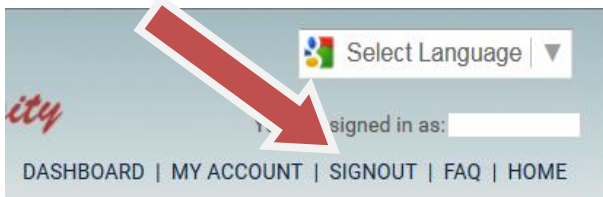
10. Click on your student's name, then click on View & Update Registration Form.



11. To edit the registration form, click on the step needed

- Registration Progress**
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  - ▶ 12. [Complete](#)

12. When finished, click sign out.



**D. How to withdraw a Student Transfer application or an accepted Choice application if student now needs to register for the neighborhood school instead**

To register for a neighborhood school when a Choice seat has already been accepted or a Student Transfer application has already been approved, the parent/guardian will need to withdraw the application by going to the parent dashboard and clicking on the Withdraw button in the student’s Applications tab or the student’s Transfers tab. Once in the correct tab, click on the “Withdraw” button next to the school’s Application to withdraw.

