

2020-2021 Registration Form Completion & Submission Instructions

Please Note: Registration is for Charleston County parents that have students who are:

1. new to the district;
2. enrolling in kindergarten for the first time (see exclusion #3);
3. moving from one school to another (see exclusion #1); or
4. approved for a student transfer.

Registration Exclusions:

1. This process ***does not include*** students moving from elementary to middle school or middle to high school.
2. If your child is returning to the same school, they ***do not need*** to be registered.
3. Students currently enrolled in four-year-old kindergarten programs in the district ***should not*** register as “new students.” These students will receive 2020-2021 kindergarten information from their child’s school.

How to Access and Complete Forms

Adobe Reader is required to complete all registration forms. Download Adobe Reader, if needed, at <https://get.adobe.com/reader/>.

Registration forms should be downloaded and completed. Please **DO NOT** complete the forms in your browser.

1. Access the appropriate set of forms you are trying to complete at <https://www.ccsdschools.com/registration>:
 - a. **Pre-K Registration** for students who have been approved for a 4-year old program (includes Registration Form, Pre-Kindergarten Data Collection, and Home Language Survey)
 - b. **Kindergarten Registration** for students entering kindergarten (includes Registration Form, Kindergarten Registration Early Childhood Data Collection, and Home Language Survey)

- c. **Grades 1-12 Student Registration** (includes Registration Form and Home Language Survey)

2. Download the forms. **Please DO NOT complete the forms in your browser.**
3. Completely fill out the forms.

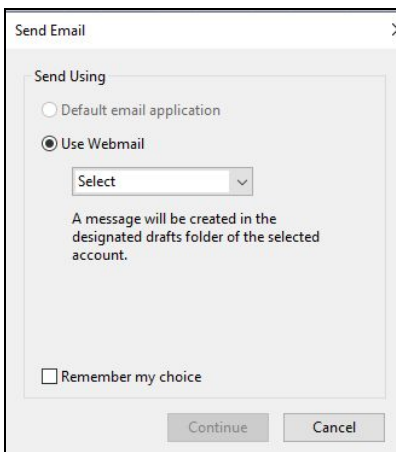
If you need to reset the form, select '**Clear Form.**' This will clear **all** form fields.

If you want to print a copy of your completed registration form, select the '**Print Form**' button, select your printer and printing preferences, then print the form.

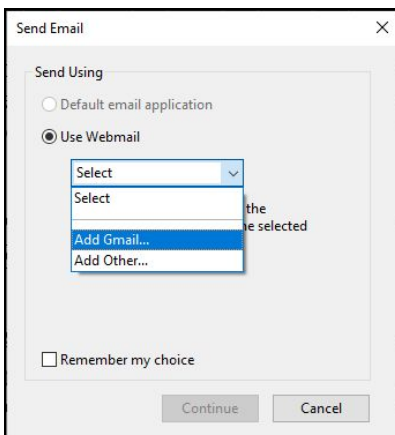
If you need to save what you've entered to complete the form at a later time -OR- to save the completed form for your records, select 'File' from the top menu options, select '**Save As**', select the folder where you want the file to be saved, update the name (if desired), and select 'Save.'

How to Submit Completed Forms by Email (with Gmail)

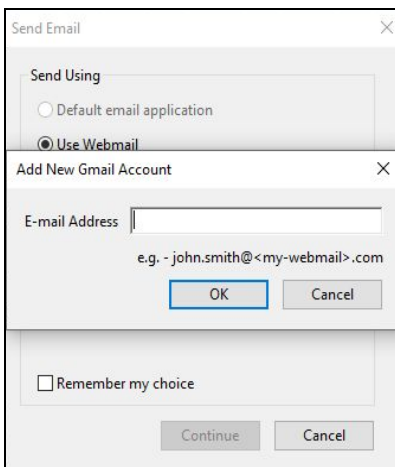
1. Select 'Submit Form'
2. Select 'Use Webmail' in the window that pops up.



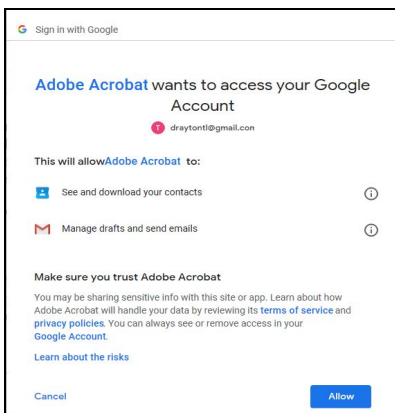
3. Select 'Add Gmail' to proceed with your Gmail account.



4. For Gmail, type your email address in the 'Email Address' field and select 'OK.'



5. You will receive a message that Adobe Reader wants to access your account. Select 'Allow.'



6. The email should be in your draft folder already addressed to registration@charleston.k12.sc.us. Send the message.
7. No further action is required.

How to Submit Completed Forms by Email (with a provider other than Gmail)

If you have an email provider, other than Gmail, please save the form and send it as an attachment to registration@charleston.k12.sc.us.

You may select 'Add Other' and follow the instructions based on your email provider if you have your incoming and outgoing servers information.