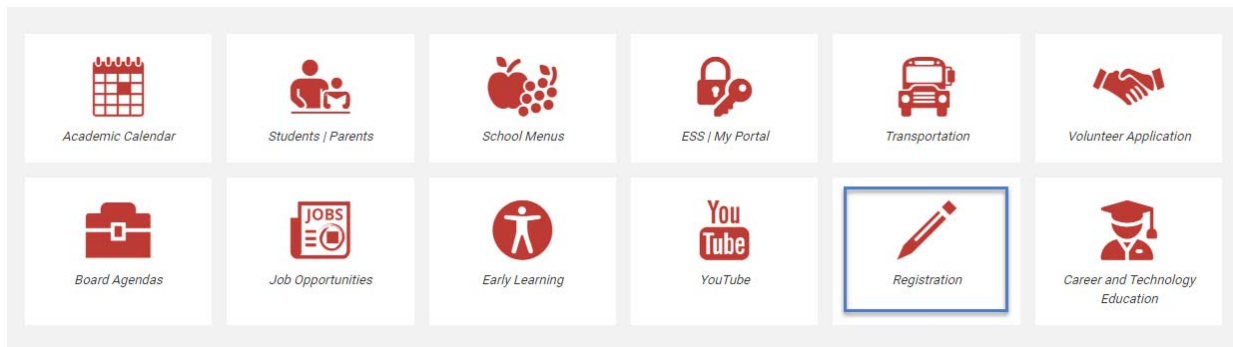


Charleston County School District Online Registration Instructions for Families

A. How to Create an Account in the Online Applications and Registration Portal

1. On the Charleston County School District Home website (<http://www.ccsdschools.com>).
2. Click on the 'Registration' global icon.



3. [Click here to access the Online Applications and Registration Portal.](#)
4. 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 for assistance. Then click on 'Login.'



5. 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 Google.com, and create one. Once you've created the account, log in.

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

Email:

Password:

Login

[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:

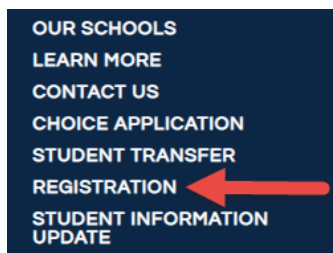
Password:

Confirm Password:

Create Account

B. How to Register Students Who Have Never Attended a School in the 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 on '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 Charleston County (Please enter your future address in Charleston County)		

Find My Schools

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

Click on the school name below to continue with the registration process for this school.

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 the school you need is not listed, 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

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, click the 'Save and Exit' button at the bottom of the page.

Continue »

Cancel Save and Exit



- Each page must be completed 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.
- The required documents can be uploaded.

IMPORTANT NOTE: If you choose not to upload the documents, you may email them directly to the school.

Required Documents

11.1 Parent/Guardian Photo ID
 No file chosen

11.2 Child's Legal Birth Certificate
 No file chosen

11.3 SC Certificate of Immunization
 No file chosen

[Residency Verification Document Requirements \(English\)](#)
[Residency Verification Document Requirements \(Spanish\)](#)

11.4 Notarized Affidavit of Residency
 No file chosen
[Click here to print the Affidavit of Residency \(English Only Form\)](#)
[Click here to print the Affidavit of Residency \(English and Spanish combined Form\)](#)

11.5 One document for residence verification
 No file chosen

- . Signed and dated current lease
- . Most recent real property tax bill
- . Copy of the ratified contract for purchase with the date of closing
- . Copy of the ratified contract for construction

11.6 One document for mail verification
 No file chosen

- . Electric or gas bill
- . Water bill
- . Phone bill (NOT cell phone)
- . Cable bill or internet bill
- . Car registration (NOT driver's license)
- . Paystub (must show employer's name and current pay period, name and address of the parent/guardian)
- . Local, state, or federal agency correspondence that reflects the name and address of the parent/guardian (Social Security, Medicaid, DSS, IRS, court documents, etc.)

Head of Household's Proof of Residency
 If the parent/guardian and the student live with someone else in their home, upload the following documents for the person with whom you and the student are living.

11.6 Official residence verification
 No file chosen

11.7 Official mail verification
 No file chosen

11.8 Upload here: Other
 No file chosen

Proof of Student's Property Ownership
 If the student qualifies for attendance by virtue of owning real property with a tax assessed value of \$300 or more, upload the following documents for proof of property ownership.

11.9 Upload here: Current Tax bill or signed and dated lease
 No file chosen

11.10 Upload here: Title of real estate or property deed [must be provided with the tax bill or signed and dated lease if the student's name is not on the tax bill]
 No file chosen

11.11 Upload here: Other
 No file chosen

- Identify the document to be uploaded and select 'Choose File.' Select the file from your device that needs to be uploaded. Once the document is uploaded, the name of the file uploaded will appear.

Required Documents

11.1	Parent/Guardian Photo ID	<input type="button" value="Choose File"/> Parent Photo ID.pdf
11.2	Child's Legal Birth Certificate	<input type="button" value="Choose File"/> Birth Certificate.jpeg
11.3	SC Certificate of Immunization	<input type="button" value="Choose File"/> Immunization Record.pdf

[Residency Verification Document Requirements \(English\)](#)
[Residency Verification Document Requirements \(Spanish\)](#)

11.4	Notarized Affidavit of Residency	<input type="button" value="Choose File"/> Affidavit 042720.pdf
Click here to print the Affidavit of Residency (English Only Form) Click here to print the Affidavit of Residency (English and Spanish combined Form)		
11.5	One document for residence verification	<input type="button" value="Choose File"/> Category 1 042720.pdf
<ul style="list-style-type: none"> . Signed and dated current lease . Most recent real property tax bill . Copy of the ratified contract for purchase with the date of closing . Copy of the ratified contract for construction 		
11.6	One document for mail verification	<input type="button" value="Choose File"/> Category 2 042720.pdf
. Electric or gas bill		

9. Once the registration page is saved, the following link to the uploaded document will appear: [click to view/download].

Required Documents

11.1	Parent/Guardian Photo ID	<input type="button" value="Choose File"/> No file chosen	[click to view/download]
11.2	Child's Legal Birth Certificate	<input type="button" value="Choose File"/> No file chosen	[click to view/download]
11.3	SC Certificate of Immunization	<input type="button" value="Choose File"/> No file chosen	[click to view/download]

If there is a need to change the document that was initially uploaded, select the 'Choose File' button to upload a new file. Once 'Continue' or 'Save and Exit' is selected, the new file will overwrite the original file.

10. When you have completed all of the registration steps, click 'Save and Exit' or sign out from the portal.

Select Language | ▼

You are signed in as: [REDACTED]

DASHBOARD | MESSAGES | MY ACCOUNT | SIGNOUT | [REDACTED]

C. How to Edit the Student's Registration Form

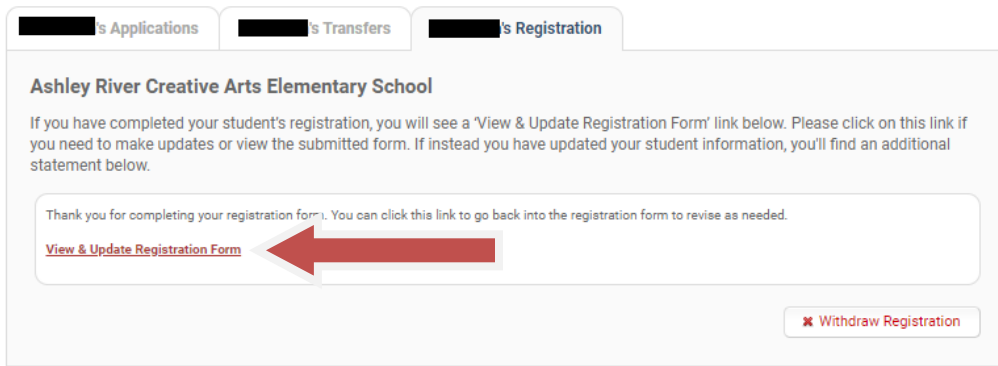
1. If you want to return to this student's registration form at a later time, log in, and click on 'Dashboard' at the top right.

Select Language | ▼

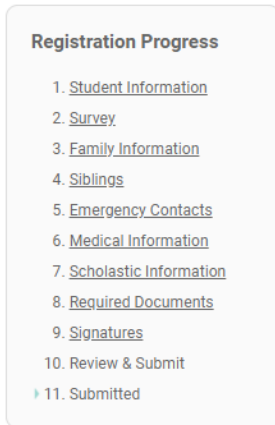
You are signed in as: [REDACTED]

DASHBOARD | MY ACCOUNT | SIGNOUT | FAQ | HOME

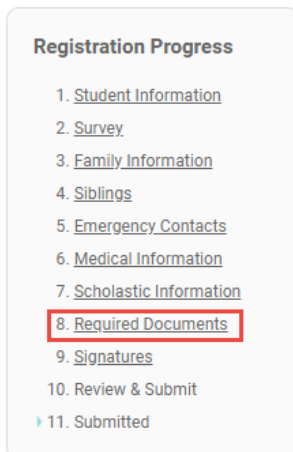
2. Click on your student's name, then click on 'View & Update Registration Form.'



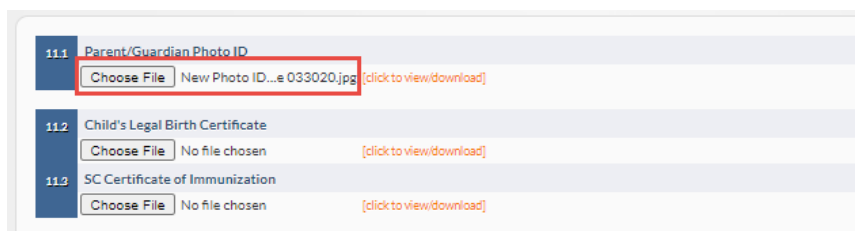
3. To edit the registration form, click on the step needed.



4. To change a document previously uploaded, select the 'Required Documents' step.



5. Select 'Choose File' for the document to be uploaded. When 'Continue' or 'Save and Exit' is selected, the new file will overwrite the original file.

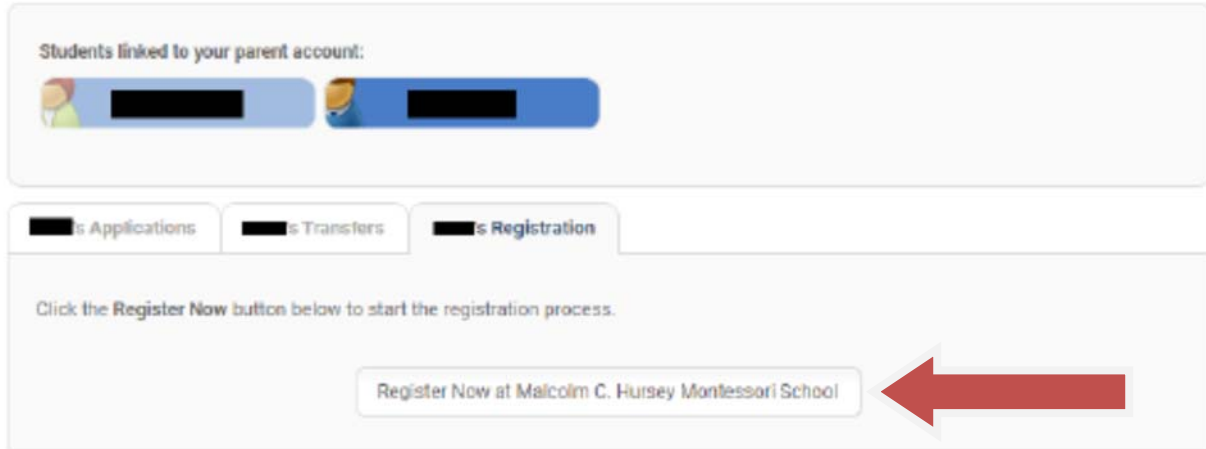


- When you have completed all of the registration steps, click 'Save and Exit' or sign out from the portal.

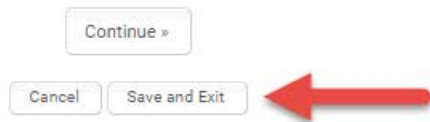


D. How to Register Students Who Have Accepted a Choice Seat

- Go to the dashboard and select the student you want to register. Select the Registration tab and click on "Register now at..."



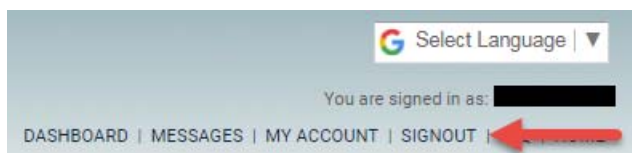
- Proceed with the completion of the registration form. If you want to stop during the process and return later, just click the 'Save and Exit' button at the bottom of the page you are on.



- Each page must be completed 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. Questions requiring your attention will appear in red.
- Please upload the following documents in order to complete your registration. Your residence address and any documentation submitted electronically must be verified by the school before enrollment to the school is complete.

Note: Each document uploaded should be a single file. If you are unable to upload the required documents, or experience difficulty, please email the documents to the school you are registering for. To obtain the appropriate email address, contact the school. Make sure your email subject states that you completed an online registration through the portal and include the student's name.

- When you have completed all of the registration steps, click 'Save and Exit' or sign out from the portal.



E. How to Withdraw an Accepted Choice Application 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.

