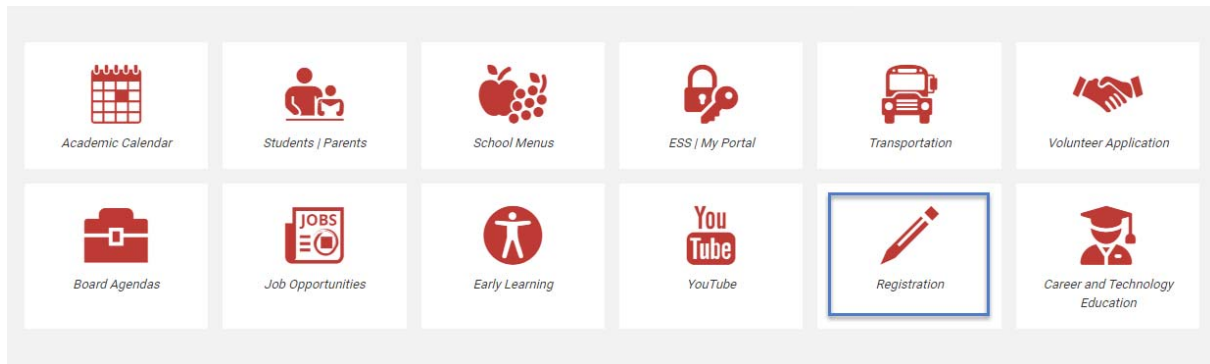


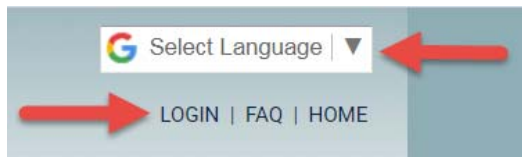
## Charleston County School District Online Student Information Update Instructions for Families

### 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 start the Student Information Update Process.](#)
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](mailto: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.

<p>If you have already created an account please login to your account to continue:</p> <p>Email: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Login"/></p> <p><a href="#">Forgot your password?</a></p>	<p>If you do NOT have an account please create an account using the form below:</p> <p>Guardian First Name: <input type="text"/></p> <p>Guardian Last Name: <input type="text"/></p> <p>Guardian Email: <input type="text"/></p> <p>Confirm Email: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Confirm Password: <input type="password"/></p> <p><input type="button" value="Create Account"/></p>
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6. Once you've created an account, log in.
7. Review the message on the landing page.

This process will be used to view and/or update required student information for students not registered using the online process. Such students include those returning to their previous CCSD school and those transitioning to the next level (e.g. from elementary to middle, from middle to high).

You will need your child's Student ID number to complete this process. If you don't remember the Student ID number, contact your child's school, find this information on your child's report cards, or log in to Parent Portal. Students registered online can use this process to view and/or update student information at any time.

**NOTE: A change in residence address always requires proof of residency.**

## **B. How to Update Information for Students Who Have previously attended a CCSD School**

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



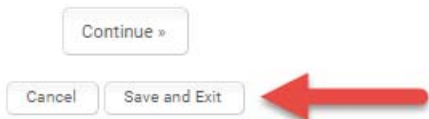
2. Enter the requested information in the appropriate fields, including the Student ID number. If you don't remember the Student ID number, contact your child's school, find this information on your child's report cards, or log in to Parent Portal.

A screenshot of a 'Student Lookup' form. The title is 'Student Lookup: Enter the information below to start this process.' Below the title is a light blue box with the text: 'If you don't know your student's ID number, look at a report card, contact the school, or login to your parent portal'. The form contains four rows of input fields:

- i. \*Student ID: 58864
- i.1 \*First Name: Tester
- i.2 \*Last Name: Smith
- i.3 \*Birthdate: 03 (Mar) 13 2009

At the bottom of the form is a question: 'Is this student updating information for the school they are currently attending?' with two radio button options: 'Yes' (selected) and 'No'.

3. 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.



4. 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.
5. New documents can be uploaded if needed. Proof of residency and any documentation submitted electronically must be verified by the school before enrollment to the school is complete.

Changes to the student name or date of birth cannot be made through the Student Information Update process. The request for such changes must be **emailed** directly to the school and be accompanied by legal documentation.

**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.

The screenshot displays a registration portal with various document upload sections. Each section includes a 'Choose File' button and a 'No file chosen' status. The sections are:

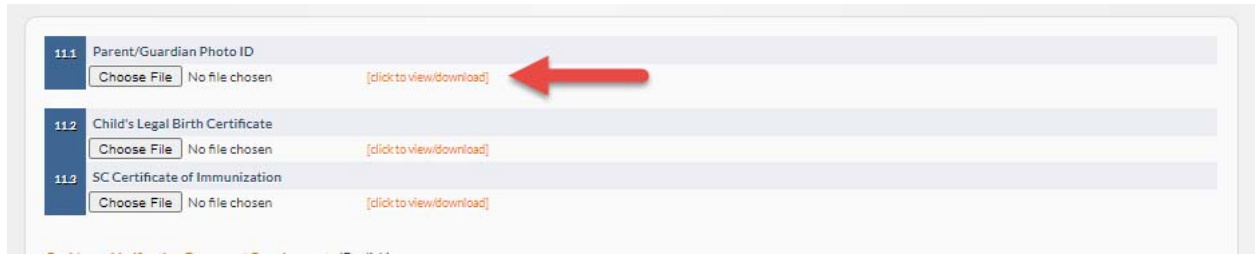
- 11.1 Parent/Guardian Photo ID**: Choose File | No file chosen
- 11.2 Child's Legal Birth Certificate**: Choose File | No file chosen
- 11.3 SC Certificate of Immunization**: Choose File | No file chosen
- Residency Verification Document Requirements (English)**
- Residency Verification Document Requirements (Spanish)**
- 11.4 Notarized Affidavit of Residency**: Choose File | No file chosen. Includes links to print the affidavit in English only or English and Spanish combined.
- 11.5 One document for residence verification**: Choose File | No file chosen. Lists: 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**: Choose File | No file chosen. Lists: 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**: Choose File | No file chosen
- 11.7 Official mail verification**: Choose File | No file chosen
- 11.8 Upload here: Other**: Choose File | 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**: Choose File | 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]**: Choose File | No file chosen
- 11.11 Upload here: Other**: Choose File | No file chosen

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

This close-up shows the first three document upload sections. The 'Choose File' buttons have been replaced with the names of the uploaded files:

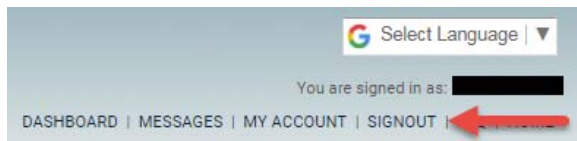
- 11.1 Parent/Guardian Photo ID**: Choose File | Parent Photo ID.pdf (A red arrow points to this file name.)
- 11.2 Child's Legal Birth Certificate**: Choose File | Birth Certificate.jpeg
- 11.3 SC Certificate of Immunization**: Choose File | Immunization Record.pdf

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

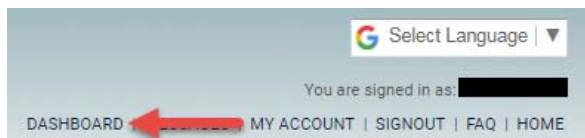


If there is a need at this point to change the document that was initially uploaded, select the 'Choose File' button to upload a new file. Once 'Continue' or 'Save and Exit' is selected, the new file will overwrite the original file.

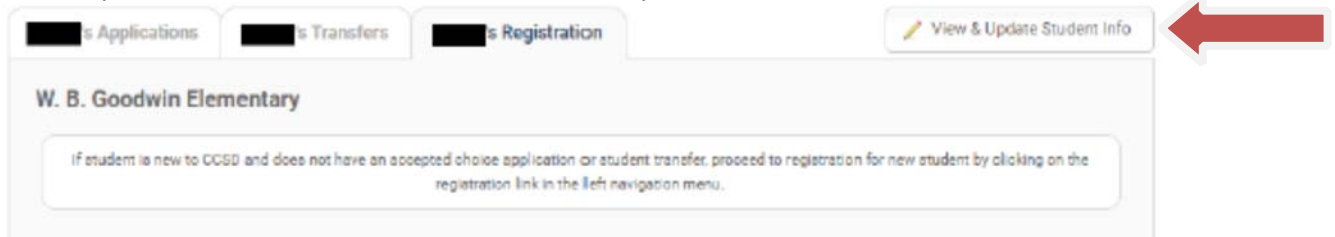
8. When you have completed all of the student information steps, click 'Save and Exit' or sign out from the portal.



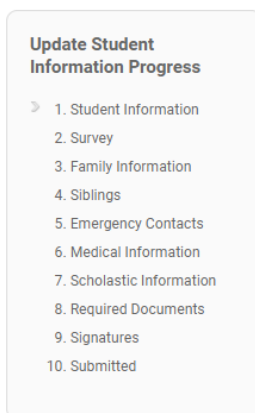
9. If you want to return to this student's registration form at a later time, log in, and click on 'Dashboard' at the top right.



10. Click on your student's name, then click on "View & Update Student Info" button.



11. To edit the information update form, click on the step needed.



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

