

# 2024-2025 Registration

*(if your child is already enrolled in LCPS, you DO NOT need to resubmit a registration for the coming year)*

## Registration Requirements

- KG students must be 5 years old on or before September 30, 2024 to be eligible to attend kindergarten. **There are no exceptions to this state requirement.**
- 1st Grade students must be 6 years old on or before September 30, 2024. 5 year olds will only be considered for 1<sup>st</sup> Grade if they have successfully completed a Kindergarten program that is accredited by the **Virginia Council for Private Education**. Please provide the name of the school and their address so we can verify their current accreditation status.
- Students must reside with a parent or court-appointed legal guardian living within the Legacy boundary. If you are unsure what school you are zoned for, please click here [https://webinter.lcps.org/Lcps\\_Locate/](https://webinter.lcps.org/Lcps_Locate/).

## How Do I Register

- **Step 1 – Pre-register Online** - Follow this link to get started: [Online Pre-registration](#). Parents who already have students in the LCPS school system can log in using their ParentVUE user name and password. New parents will want to click More Options, Create a New Account.

### Some important tips!!!

1. Make sure you select the 2024-2025 school year.
2. If you already have a child enrolled in Loudoun County Public Schools, you will want to click EXCLUDE next to their name to EXCLUDE them from the registration you are submitting. This will NOT delete your child, rather it will prevent a duplicate record from being created!
3. You do not need to complete the immunization dates online. We will input those.

Please upload the supporting documents required as part of the Online Pre-Registration. The pre-registration will walk you through that process. Please upload scans or photos of:

- Birth Verification (child's original birth certificate)
- Proof of Residency (deed, lease, or recent mortgage statement – we specifically need to see the date, your name(s) and the property address)
- Parent Photo ID (driver's license or passport)
- Medical forms. **Technically these aren't due until the middle of August, however, your registration won't be considered complete until the forms have all been submitted.** They include: An annual health physical that was conducted after 08/24/23 that includes immunizations and a TB (Tuberculosis) screening that is within the past 90 days of registration.

**Parents must complete and sign Page 1 of the health form. A physician completes the rest.**

Once you are finished, select Ready to Submit. Then proceed to Step 2.

- **Step 2 –The school Registrar will contact you to acknowledge receipt of your pre-registration and to set up a virtual meeting. Meetings can take place after March 1, 2024.** I will send you an email with a link to choose a meeting time.
- **Step 3 – Virtual Appointment**  
A link will be emailed to you for joining a Google Meet. You will simply click on the link at the appointed meeting time to join in. The meeting should take about 5 minutes.

For general questions, please refer to the Loudoun County Public Schools website at <https://www.lcps.org/StudentRegistration> or you can contact me directly at [jen.mattingly@lcps.org](mailto:jen.mattingly@lcps.org).

<b>2024-25 GUIDELINES FOR AGE APPROPRIATE GRADE LEVEL PLACEMENT (Elementary Level Only)</b>	
<b>If the student's birth date falls between:</b>	<b>Their grade level placement is:</b>
<b>October 1, 2018 - September 30, 2019</b>	<b>KG</b>
<b>October 1, 2017 - September 30, 2018</b>	<b>1st</b>
<b>October 1, 2016 - September 30, 2017</b>	<b>2nd</b>
<b>October 1, 2015 - September 30, 2016</b>	<b>3rd</b>
<b>October 1, 2014 - September 30, 2015</b>	<b>4th</b>
<b>October 1, 2013 - September 30, 2014</b>	<b>5th</b>

**\*\* Optional Dual Language Immersion Program for KG and 1<sup>st</sup> Grade Students \*\***

The LCPS Dual Language Immersion (DLI) program provides both English speakers and native Spanish speaking students the opportunity to learn to read, write, and communicate effectively and develop bilingual, biliterate, and bicultural students while attaining high levels of academic achievement in a powerful learning environment. The program is designed so that students spend 50% of the day learning in Spanish (Math, Science and Spanish Language Arts) and 50% of the day learning in English (Social Studies, Math extension, and English Language Arts). This 50:50 model continues as the student progresses through grades K-5.

Interest in the DLI Program is open to all kindergarten and 1<sup>st</sup> grade students at two preselected schools (Legacy is not one of them). Seats are extremely limited; therefore, a lottery will be held for those who complete the DLI lottery registration form before the deadline of April 19<sup>th</sup>. **If you are interested in this program, it is vital that you complete your child’s pre-registration AND the virtual registration meeting before April 19<sup>th</sup> because the county will only send the link to apply once those are completed. If selected, you would be responsible for your student’s daily transportation.** Any families expressing interest in the DLI program after April 19<sup>th</sup> will be placed on a waitlist. For more information, visit <https://www.lcps.org/Page/247004>.

## Forms you may need:

[School Entrance Health Form](#) - a parent must complete Page 1 and the doctor's office will complete the rest.

[Tuberculosis Screening](#)

[Records Release Form](#) - (this is for new LCPS students entering 1<sup>st</sup>-5<sup>th</sup> grade)