

2018-2019 Registration

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

- February 20th** **The 2018-19 Pre-Registration Portal Opens**
(anything submitted prior to February 20th will be rejected)
- March 21st** **Kindergarten Registration Day Appointments**
(Bring the supporting documents listed below)
- April 9th** **NEW 1st through 5th Grade Registration Day Appointments**
(Bring the supporting documents listed below)

Registration Requirements

- Kindergarten students must be 5 years old on or before September 30, 2018 to be eligible to attend kindergarten. **There are no exceptions to this state requirement.**
- First Grade students must be 6 years old on or before September 30, 2018. 5 year olds will only be considered if they have successfully completed a private full-day Kindergarten program that is accredited by the **Virginia Council for Private Education** (<https://www.vcpe.org/schools/>).
- 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 [LCPS School Boundary E-Listing](#).

How do I Register

- **Step 1 – Pre-register Online** - To pre-register online, you must have a ParentVUE account. Parents of existing students will already have a ParentVUE account. New parents will need to create an account. Follow this link to get started:

[Online Pre-Registration](#)

Some important tips!!!

- 1) Make sure you select the 2018-2019 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.
- **Step 2 – Wait for a Confirmation Email** (usually within 24 hours)

Once we receive your online pre-registration, you will receive a confirmation email with a time assigned for you to come in to provide your supporting documents. Appointments on March 21st are for Kindergarten students. Appointments on April 9th are for 1st – 5th grade students.

➤ Step 3 – Come for Your Appointment

Supporting Documents to Bring With You

(a registration is not considered complete until your supporting documents have been provided for us)

- Your child's ORIGINAL Birth Certificate
- Your proof of residency (deed, lease, recent mortgage statement or notarized Housing Determination Form – we cannot accept utility bills)
- A photo ID for the person registering the child (This must be one of the parents listed on the birth certificate. It cannot be a step-parent)
- A copy of any Legal/Custody documents for us to keep – if we don't have a copy, we can't enforce the terms.
- Completed medical forms (to include the student's most recent physical, their immunization record, and Tuberculosis (TB) screening). NOTE: Many children will not have had their 5-year-old shots at the time of Kindergarten registration, so this form can be submitted by August 10, 2018).

For any other questions, please refer to the Loudoun County Public Schools website and their Registration link at [Additional FAQ's](#).