

Online Pre-Registration Document Upload

This document provides instructions for uploading the registration documents that are normally provided in a hardcopy format. Due to school closures, the registering parent will need to provide electronic copies of the birth certificate, student photo (for KG student only), proof of residency, parent ID and the previous school report card.

➔ **Upload of documents occurs during the registration process. Previously submitted Online Pre-registrations will be re-activated so that these documents may be uploaded. Upload documents for all students prior to clicking the Submit button.**

COLLECT DOCUMENTS

Please collect the following items prior to starting the Document Upload process:

1. Student's Birth Certificate.
2. Proof of residency.
3. Photo ID of registering parent/guardian.
4. Previous school report card.
5. Physical and Immunizations (including TB screening)
6. Student photo (KG student registrations only).

Detailed information on the residency and parent ID documents can be found on the [Student Registration Documents Required to Register page](#).

CREATE ELECTRONIC VERSIONS

Please create one document for each category listed above. When uploading the documents, you will indicate the type of document, e.g. Photo ID and upload the document or image you created.

Electronic versions of documents may be created with a scanner or with a mobile device:

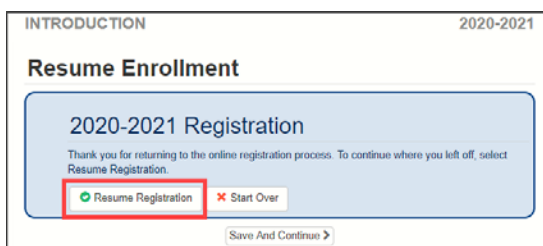
1. **Computer with scanner** – scan and save the document as PDF or JPG.
2. **Mobile devices*** – take a photo and save to the photo app on your device.

*For best results, when taking a photo with a mobile device, place the document on a dark background and provide diffuse light.

UPLOAD DOCUMENTS IN ONLINE PRE-REGISTRATION

Online Pre-registrations which were completed will be reactivated for these updates. Use the Documents menu in Online Pre-registration to upload electronic copies.

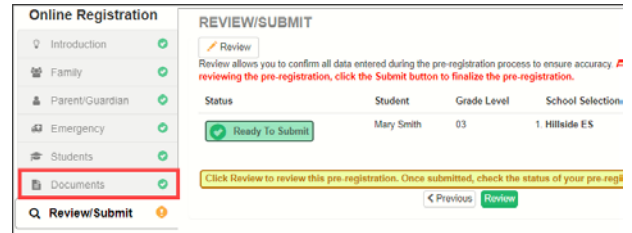
1. In your web browser go to <https://register.lcps.org>.
2. Enter your User Name and Password. The **Resume Enrollment**** screen displays.
3. Click **Resume Registration**.



If the **Resume Enrollment screen does not appear, contact the Registrar at your child's school.

UPLOAD DOCUMENTS IN ONLINE PRE-REGISTRATION cont.

4. Click the **Documents** menu on the left.

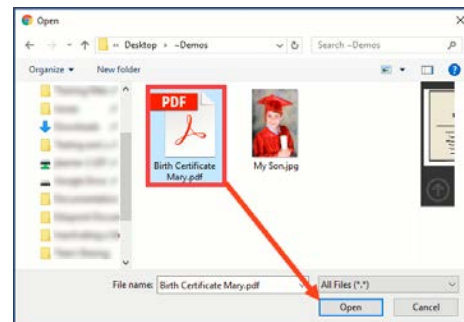


5. Each electronic document will be uploaded into its own category. As needed, de-select the **Due to school closures...** checkbox on a document category to enable the **Upload** button.

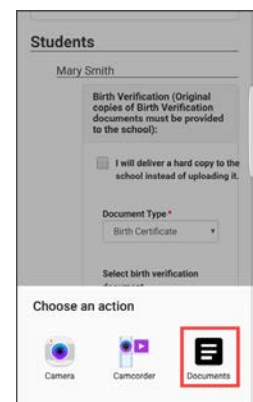
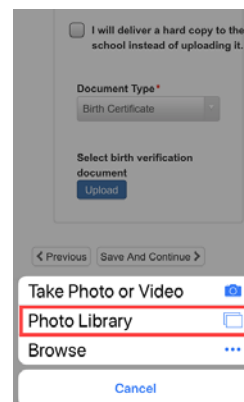


6. Click the **Upload** button for the Birth Verification category.

- **Computer:** Find and select the document saved on your computer and click **Open**.



- **Mobile Device:** Tap Photo Library (iOS) or Documents (Android) and select the photo.



UPLOAD DOCUMENTS IN ONLINE PRE-REGISTRATION cont.

- Repeat the procedure for the other document categories. If you are unable to provide electronic copies of any of the required documents, select the **Due to school closures...** checkbox for that category. Complete this process and contact the school for options to provide documentation.

Mary Smith

Birth Verification:

Due to school closures, hard copies of documents are no longer accepted. Check the box if you are not able to upload this document.

- Click **Save and Continue** once all document categories are complete.
- Repeat for other students who are being registered then **Submit** the Online Pre-registration using the next step in this document.

REVIEW AND RE-SUBMIT THE ONLINE PRE-REGISTRATION

- After you have uploaded documents for all the children you are pre-registering, click the green **Review** button.

REVIEW/SUBMIT

[Review](#)

Review allows you to confirm all data entered during the pre-registration process to ensure accuracy. After clicking reviewing the pre-registration, click the Submit button to finalize the pre-registration.

Status	Student	Grade Level	School Selection
Ready To Submit	Mary Smith	03	1. Hillside ES

Click Review to review this pre-registration. Once submitted, check the status of your pre-registration

[Previous](#) [Review](#)

- Scroll to the bottom of the registration data.
- Select the **I have reviewed all registration data and verified that it is correct** checkbox.
- Click **Submit**.

[Edit](#) School Selection

Hillside ES

I have reviewed all registration data and verified that it is correct

[Previous](#) [Submit](#)

ADDITIONAL INFORMATION

Videos and FAQs can be found on the [District ParentVUE pages](#).

Review [Help for First Time Users of LCPS Online Pre-registration](#) on the District ParentVUE page for detailed information about logging in to Online Pre-registration for the first time.