

Greetings Centerville Elementary Families:

Lexington District One offers parents an opportunity to register their students, fill out paperwork, and even pay fees online through our Online Registration system. Thank you for supporting us by using this system.

We are going through unprecedented times and using our Online Registration system is more important than ever as we work to protect our families and staff.

On Monday, August 17, 2020, you will receive an email with instructions telling you how to access the Online Registration and a secure code, called a snapcode, that you will need to use to register your child. This email will come to the email address you have listed in PowerSchool as the primary parent email address.

If you do not get an email from your child's school by Wednesday, August 19, don't worry. We will send another telephone message later with further instructions.

If you have a question about your snapcode or the online registration process during this early information phase, please call the school as soon as possible. We are here to help you.

You can continue to get information and updates about this process from our district's website at www.lexington1.net.

To help prepare you for the online registration process, this email provides you with updated information that is vital to your successful use of the system. Doing these steps now will better prepare you and our school when online registration begins.

1. Each family must have a valid email address on file. If you have not been receiving emails, changed the email address we had on file, or blocked SchoolMessenger, please contact our office immediately at 803-821-1600.
2. Have a copy of your most recent utility bill ready. You will need to provide it as proof of residency. You will also need your S.C. Driver's License or other State-Issued Identification card with an address that matches the address on your utility bill.

You will upload these documents into the online registration system. You may take a picture of your documents in order to upload them successfully. Make sure all the information on the documents is clear and that your name and address are visible.

If you are living with someone else, you need to provide the required information each year to Beverly Byrd with Student Services. You can reach her at 803-821-1029.

- a. If you provided Living With documentation last year, you will need to provide that information again before registering. Please contact the school office and 803-821-1600, if you have any questions. Please do this prior to registering your student online or at the school.
- b. If this is the first time you are providing Living With documentation, you must contact Beverly Byrd with Student Services at 803-821-1029 to schedule an appointment. Please do this prior to registering your student online or at the school.
3. If you need to provide any documentation for the nurse, you should have those documents ready to upload as well.
4. Free/Reduced Meal Application — **You must complete the free or reduced meal price application each year. You will need your child's school ID number to complete the online application. This ID number will be given to you when you register using Online**

Registration. You will also need your dependent information as well as proof of your household income.

5. School Fees — All Lexington District One students are required to pay school fees. Please see the list below of required fees.
 - a. Elementary Fees can be found at <http://www.lexdistrict1.com/Default.aspx?PageID=15057701&A=SearchResult&SearchID=10867714&ObjectID=15057701&ObjectType=1>
 - b. ALL past due balances for textbooks, library books, etc., from the prior year must be paid before you can finalize the registration process.
 - c. In order for your 2020–2021 fees to be waived or reduced, you must first upload your Free/Reduced Letter. You must also keep a copy of that letter for proof of your status. Due to privacy laws, we do not have access to that information.

**** Kindergarten ONLY — Snack fees are not fees that can be waived.**

6. Need Help — This year, we will adhere to the guidelines outlined by DHEC, maintain social distancing and limit the amount of personal contact.

For our families who need help registering, we will host a Family Registration Event. Although it will be held at one school in our attendance area, our school will have representatives there to help you. Space is limited. As we get closer to the date, we will send a sign-up document. You will be notified prior to that document being sent.

If, for some reason, you are not able to attend a scheduled Family Registration Help Day, a limited number of devices will be available at our school for your use. Please contact the school office if you need assistance.

If you do not have access to the internet at home, work, or at your local library and you would like to register your child online, please see the information below about the event being held in our attendance area. We will provide interpreters at each event. They can help you with the Online Registration process.

Gilbert Attendance Zone — held at Gilbert High School

CES, GES, GMS, GHS

(Wednesday, August 19, and Thursday August 27, 2020)

7. Class Assignment and Schedule Pickup — Schools will **NOT** host Class Assignment and Schedule Pickup days this year.

Once you complete the Online Registration process, you will have access to your student's teacher assignment or class schedule using the PowerSchool Parent Portal. Please make sure now that you have access to your child's account in the PowerSchool Parent Portal. If you do not have access to your child's account through the Parent Portal, please contact the school.

The PowerSchool Parent Portal opens Friday, August 21, 2020. Our school will notify parents who have fully completed the Online Registration process.

We are here to support you through this process. Please feel free to contact us if you have any questions.

P. Heath Branham
Principal
Centerville Elementary