



LCSC New Student Online Registration Instructions

Register through our Registration Gateway at <http://registration.lcsc.k12.in.us>

What you need before you get started

During the online registration process, you will be asked to provide information about the items below. After you have completed the online portion of registration, you will need to bring the following with you to complete the process at the school your child will be attending:

- Birth Certificate
- Immunization Records
- Social Security Card
- Any Medical Information about your child
- Transportation needs such as addresses for pick up and/or drop off location, including day care information
- Emergency Contacts and Phone Numbers
- Any court ordered custody information
- Proof of residency such as a phone bill or utility bill
- If your child attended another school, any academic records from that school

Getting Started Online

Step 1

Visit the website shown above to get started. A Spanish version is available by clicking on the Spanish button located at the top right of the screen.

Step 2

If you are registering a new student for the first time, click on the Pre-Register button on the left. You will be asked to create a username and password. Please make sure you keep this information in case you are interrupted and need to log back in to finish the online portion of registration.

Step 3

As part of the registration process, you will be asked if you would like to apply online for the Meal Benefit program. There will be a link for you to use to go to that site. You can complete that process after you have finished registering your child online.

Step 4

After you have completed the online portion of registration, please make sure you have all of the required paperwork and then call your child's school to setup an appointment to finish registering. *Your child is not registered for school until you have finished the process at the school your child will be attending.*

School Phone Numbers

Columbia Elementary	574-753-3432
Columbia Middle	574-753-3797
Fairview Elementary	574-722-5288
Franklin Elementary	574-722-3200
Landis Elementary	574-722-5466
Lincoln Middle	574-753-7115
Logansport High School	574-753-0441

School Office Hours

Monday—Friday 7:30 AM—4:00 PM

If you have problems during the online registration process, please call your child's school during school hours.