

LAKE CENTRAL SCHOOL CORPORATION

ENROLLMENT REQUIREMENTS FOR NEW STUDENTS

****You will complete an online application for enrollment and upload all necessary documentation. Once the district receives all of the necessary info, the school will contact you regarding the next step. Please keep in mind, you are only applying for enrollment online, a student is not officially enrolled until the school has received all necessary documentation online through our online application system.****

Before you begin the online application for enrollment, please make sure you have electronic copies of the following as you will be asked to upload them into our system. Electronic copies can be photos taken of documents with your cell phone and uploaded; scanned as a PDF and uploaded; copy of an electronic file you received (ex. Closing papers).

- ❖ PROOF OF RESIDENCY (Photo ID and Current Utility Bill)
- ❖ PHOTO ID: Driver License or IN State ID Current/Non-Expired Parent/guardian name with LC district address
- ❖ AND CURRENT UTILITY BILL OR OTHER: NIPSCO Bill (Current) – “Service Location” must list parent name and current address
- ❖ Closing Papers, Sales contact from builder, Lease agreement
- ❖ Birth Certificate (copy must be uploaded) and Social Security Number (just inputted into system)
** This information remains confidential **
- ❖ Immunization Records Required: copy of current immunization record from birth Please contact the school nurse regarding other health issues or concerns.
- ❖ Legal Documentation: Required if student is not residing with biological parents, existing custodial issues, exclusion or protection orders must be presented at time of enrollment. LCHS requires all Final Court Documents; dated and signed by the Judge/Magistrate.
- ❖ Special Education Records - If Applicable Most recent IEP or 504 or ILP must be included.
- ❖ Academic records/grades/test scores from previous school. This is especially important to help us place your child in classes by his/her academic ability.

If you have questions about the online enrollment application, please email us at skywardaccess@lcscmail.com or call 219-558-2794.

If you have specific questions for the school, please call that specific school office. Contact information for each of our schools can be found at www.lcscmail.com

If you are unable to provide the required Proof of Residency, please contact the Lake Central Administration Center at 219-365-8507

Once you are ready to start an online application for enrollment, please go to www.lcsc.us and under QUICK LINKS click the box that says Online Enrollment Application.