

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.

NOTE: Lake Central School Corporation does not accept out of district students.

** 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 – both must indicate address proving legal residence in the LCSC District)

- ⇒ **PHOTO ID: Driver License or IN State ID Current/Non-Expired Parent/guardian name with LC district address**
- ⇒ **CURRENT UTILITY BILL OR OTHER: NIPSCO Bill (Current) – “Service Location” must list also list parent name matching Driver’s License**
- ⇒ IF you are renting a property, you must provide a current lease (valid dates) – you will be asked to provide copy of new lease annually.
- ⇒ IF you are moving into a new home, building, recently moved, etc. You must upload copies of proof of purchase, building and a copy of your current driver’s license. Per the state of Indiana, you will have 60 days to provide proper documentation. There are places to upload this documentation as well in the Online Enrollment Process. See IDOE memo that requires school corporations to have proof of residency on hand. [CLICK HERE](#) FOR IDOE Verification of Residency Memo.

❖ 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 LCSC Superintendent 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.