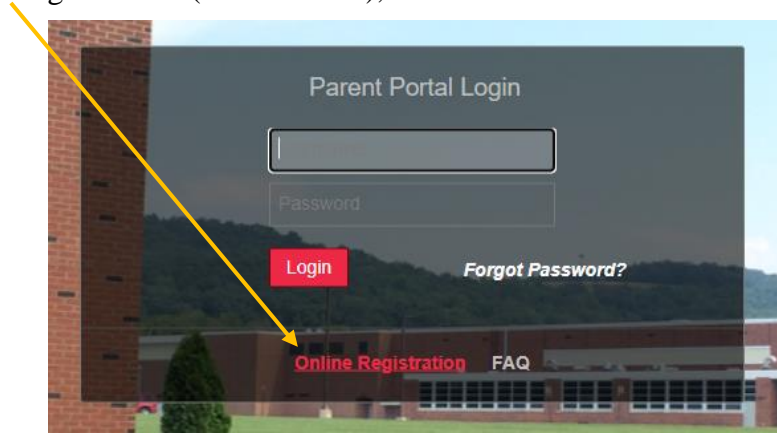


## Online Student Pre-Registration Process

**IMPORTANT - Please review all instructions before beginning the process.**

The following are step by step instructions for access to our online pre-registration pages:

For **new families** to the Loyalsock Township School District, from your web browser enter: <https://parents.csiu-technology.org/LTSDSIS> click on "Online Registration" (shown in red), located below the Parent Portal login boxes.



For families with **currently enrolled** students in the Loyalsock Township School District, from your web browser enter: <https://parents.csiu-technology.org/LTSDSIS> log into your Parent Portal account, then click on the [Register New Student](#) button on the right side your portal home screen. Follow the screens. Utilize the same parent and emergency contact information. You may have issues if a parent/guardian does not have an email address. This is a requirement for custodial parent/guardian.

ID	First Name	Middle Name	Last Name	Grade	School	Custom Indicators
1				12	Loyalsock Township High School	
2				11	Loyalsock Township High School	
3				9	Loyalsock Township High School	

Title	School
<a href="#">To help make your experience with the Parent Portal</a>	District
<a href="#">**NEW Contact Verification - Please Read**</a>	Loyalsock Township High School

File Name	Description	District/School
<a href="#">20-21 LTSH Handbook</a>	LTSH Student Handbook 2020-2021	Loyalsock Township High School
<a href="#">Photo Release Form</a>	Student Photo Release Form	Loyalsock Township High School
<a href="#">Tech Acceptable Use</a>	Acceptable Use of Technology Policy	Loyalsock Township High School

If you do not have a Parent Portal Account or cannot remember your username and password, follow the instructions for **new families** above.

Use **Google Chrome** for best results. Please submit the form within 60 minutes or the form will timeout due to inactivity.

If you have more than one student to register, please click on [Add Additional Student](#) button at the bottom of the **student screen**.

**\*\*AFTER COMPLETING THE ONLINE PRE-REGISTRATION PROCESS\*\***

- 1. Our system sends an automated email verifying receipt of your pre-registration.**
- 2. The Central Registration Secretary sends a second email with the next steps in the process. Which is to set a parent appointment to finalize registration.**

**The following items are required and presented to the Central Registration Secretary at the time of your in person appointment:**

- official birth certificate –  
your student must be 5 years-old as of August 31 of the current school year\***
- student immunization records**
- current physical and dental records, if applicable.  
Please provide the most recent information.** Please provide the school nurse with the most recent physical and dental records at the time of registration (date within one year of registration).
- two (2) Proofs of Residency, as indicated during the online pre-registration process**
  - Parent photo identification – PA Identification card or PA Driver's license (this can count as one proof of residency)**
  - One of the following: mortgage statement, utility statement, property tax statement, or lease agreement (second proof of residency)**
- Custody Agreement (only if applicable)**
- Special Education documentation – IEP (only if applicable)**

**The Central Registration Secretary will make copies of all required documents.**

**The enrollment process halts until all the required items are provided. Please contact the Central Registration Secretary to discuss your situation and learn what can be done if you need assistance with providing the required documentation.**

**Remember – the student is not "officially" registered with our district until you have met with the Central Registration Secretary and “all” documentation is received.**

**If you have any questions or concerns, please contact Susan Iachini at 570-326-6508 ext.1001 or [siachini@loyalsocklancers.org](mailto:siachini@loyalsocklancers.org). She is happy to assist you.**