A. **How to create an account in the Online Application and Registration System**

   - Click on Families>Students>Registration>Online Registration System on the home page.

2. [Click here to start the Online Registration Process](#).

3. The form is in English. If you need a language other than English click on Select Language in the top right corner. If your language isn’t present in the drop down, please email [PS_Help@charleston.k12.sc.us](mailto:PS_Help@charleston.k12.sc.us) for assistance. Then click on Login.

4. On the right side, create an account, using an existing email account. If you do not have an email account, you can go to a website, such as Hotmail.com or Google.com and create one.
5. Once you’ve created an account, Log in.

B. How to Register Students that have never attended a school in Charleston County School District
1. Once you’ve logged in, click on Registration in the top left navigation menu.

OR

click on Register a Student as seen below:

2. Enter your address in the appropriate fields and also the student’s registering grade. Then click Find My Schools.

3. Your neighborhood school should be displayed at the bottom. If the neighborhood school is correct, click on that school to proceed with the registration process.
4. If that isn’t the school you need your student to attend, and your home address is correct, select please click here. Then select one of the three choices which most fits your situation.

Now click on the school your student is to attend from the expanded list of schools displayed and proceed with the completion of the registration form.

5. If you want to stop during the process and return later, just click the Save and Exit button at the bottom of the page you are on.

6. Each page must be complete before proceeding to the next page. If you left something blank, you will get an error message that will show you what still needs to be completed and then those questions will be in red.

7. When you complete the online registration process, you must still take the appropriate documentation to your student’s school to complete the registration process.

8. When finished, click sign out.

9. If you want to return to this student’s registration at some future time, after you log in, click on Dashboard at the top right.
10. Click on your student’s name, then click on View & Update Registration Form.

11. To edit the registration form, click on the step needed

12. When finished, click sign out.

C. How to Register Students that have a Student Transfer accepted or have accepted a Choice seat

1. Go to the dashboard and select the student you want to register. Select the Registration tab and click on
2. Proceed with the completion of the registration form. If you want to stop during the process and return later, just click the Save and Exit button at the bottom of the page you are on.

3. Each page must be complete before proceeding to the next page. If you left something blank, you will get an error message that will show you what still needs to be completed and then those questions will be in red.

4. When you complete the online registration process, you must still take the appropriate documentation to your student’s school to complete the registration process.

5. If you want to return to this student’s registration at some future time, after you log in, click on Dashboard at the top right.

6. Click on your student's’ name, then click on View & Update Registration Form.

7. To edit the document, click on the page you want to edit on the left side from the steps shown below.
8. When finished, click sign out.

9. If you want to return to this student’s registration at some future time, after you log in, click on Dashboard at the top right.

10. Click on your student’s name, then click on View & Update Registration Form.

11. To edit the registration form, click on the step needed
12. When finished, click sign out.

D. **How to withdraw a Student Transfer application or an accepted Choice application if student now needs to register for the neighborhood school instead**

To register for a neighborhood school when a Choice seat has already been accepted or a Student Transfer application has already been approved, the parent/guardian will need to withdraw the application by going to the parent dashboard and clicking on the Withdraw button in the student’s Applications tab or the student’s Transfers tab. Once in the correct tab, click on the “Withdraw” button next to the school’s Application to withdraw.