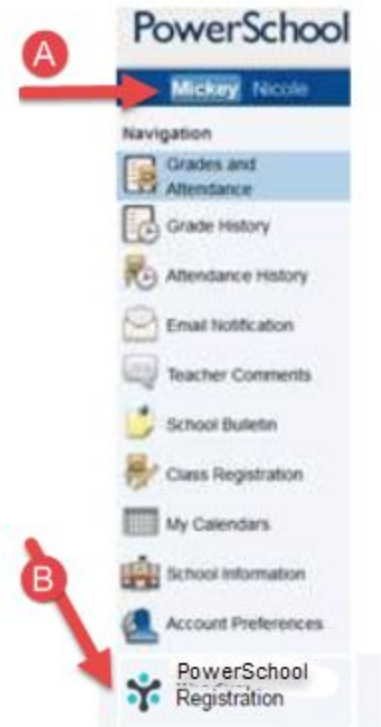


**Lee's Summit R-7 School District
Online Student Registration Directions**

The process of online registration begins in the PowerSchool Parent Portal with your existing credentials. If you have not created this account, please follow the PowerSchool-Parent Portal Directions first.

1. Log into your PowerSchool Parent Portal at <https://powerschool.lsr7.org/public/>
 - a. Click the student tab for the child you wish to register first
 - b. Click PowerSchool Registration link (bottom left of navigation)
2. Click the student tab for the child you want to register
3. The registration update website will launch

NOTE: The student record can only be updated once a year and may NOT be edited once submitted. If a parent or any other person with access to the student's Parent Portal offers the form, another parent will not be able to make changes in the registration system. Additional changes in this situation will need to be made by contacting your student's school directly.



4. Once logged in, you will be asked to validate your student by confirming an identifying question presented on the screen (i.e., student DOB). The first time you log into PowerSchool Registration, you will need to agree to the terms and conditions of the site by:

- a. Click > I agree
- b. Click > Begin Forms

5. Online Registration directions are shared; please read them carefully > Click Next

Introduction

Online Registration

Welcome to Lee's Summit R-7 School District Online Registration. Please follow the steps below to provide your student's registration information for the 2017-2018 school year.

1. Click "Next >" on this page, and enter the information requested by the online forms.
Note: Required fields are marked with a red asterisk, and Lee's Summit R-7 School District will receive the data exactly as it is entered. Please be careful of spelling, capitalization, and punctuation.
2. On the "Review" page, check your data before submitting.
3. Click "Submit"
On the submission confirmation page you will have the opportunity to print out a copy of your registration to keep for your records. Note: Once the form is electronically submitted, you will receive an e-mail confirmation.

Registration for Additional Students

An Online Registration form must be submitted for each student in your family. Once you have successfully submitted one Registration, you will have the opportunity to begin another from the "Confirmation" page.

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6. Some information will be pre-populated from the current data in the District's student information system, PowerSchool. Please make sure you read each screen carefully and update fields as needed. Example, if your address has changed, please update the address information.

NOTE: There are specific fields that you will not be allowed to update, and those will be grayed out.

7. All student files must have a current proof of residency on file. When you reach the Document Upload screen, please make sure to upload a current electric, gas (not propane), water, or sewer bill. To learn more about acceptable forms of residency documentation visit the [Residency information page](#):

8. All student files must be current on Immunizations. If the Document Upload screen shows Immunization Upload button, please upload the most current student immunization record. For more information about immunizations in Lee's Summit visit <http://www.lsr7.org/parents/enroll/>

Document Upload

Please note: If you are submitting KCPL we have must have both page one and two of the bill to prove residency. Both pages will need to be scanned as one document and uploaded as a single file. Examples of proof of residency are found [here](#).

Proof of Residency Within Lee's Summit R-7 School District Boundaries

Residency must generally be proven with a current utility bill (only electricity, gas (not propane), water, or sewer water) that meets the following requirements:

- The bill must show the parent/guardian(s) name.
- Billing/statement date.
- For August enrollment/registration the billing/statement date must be June, July or August.
- For enrollment at other times, the billing date must be within 30 days of the date the student is attempting to enroll.
- The service address.
- No final or disconnect notices will be accepted.
- On-line payment information will be accepted only from the utility company (not a third party pay service) and include all the information listed above.

If a parent/guardian is unable to produce a utility bill, the parent/guardian may prove residency in one of the following ways:

- A. An existing rental/lease agreement will be accepted as proof of residency only if all utilities are included in the rental/lease agreement (such that the parent/guardian is unable to produce a utility bill). The rental/lease agreement must include the following:
- Date of the agreement.
 - Name of Lessee and Lessor.
 - Address of Lessee and Lessor.
 - Phone number of Lessee and Lessor.
 - Signature of Lessee and Lessor.
 - The document states that all utilities are included.
- B. A new lease closing document reflecting that the parent/guardian has taken possession of property located within the LSR-7 district within the past 30 days. The rental/lease agreement must include the following:
- Date of the agreement.
 - Name of Lessee and Lessor.
 - Address of Lessee and Lessor.
 - Phone number of Lessee and Lessor.
 - Signature of Lessee and Lessor.
 - The document states that all utilities are included.
- C. If both the student AND parent(s)/guardian(s) are living with a district resident, notarized district forms (R1 and R2) are required with the resident's proof of residency. These standard forms are available at each school's office and original notarized forms must be returned to the school.

Please upload proof of residency:

Upload...

Upload...

Tip: use a scanner or take photo of the items that you need to upload

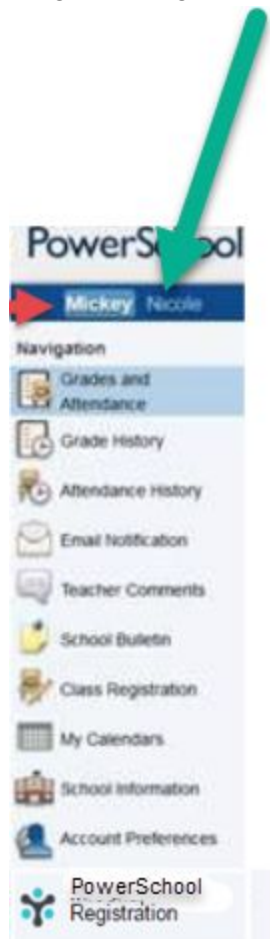
9. Proceed through the remainder of the screens by Clicking > Next.

10. **IMPORTANT** - You will only be allowed to Submit the screen one time. **IF YOU HAVE NOT UPLOADED PROOF OF RESIDENCY OR IMMUNIZATIONS (if requested), PLEASE DO NOT SUBMIT.** These required forms must be present for full approval and for your student to be given their schedule at the secondary level or placed on a class list at the elementary level. PowerSchool Registration provides 24-hour assistance for questions by clicking Contact Us. Building staff are also available for questions.

11. Once you click Submit, you will get the Submission Complete Screen for that student.

Do you have another student to register?

Return to your Parent Portal and select their name from the list and begin the registration process again.



Registration is NOT complete until you Make Payment



To Make Payment > Click on the Make Payment Link on the Submission Screen and follow the Payment Online Directions.

To update student data for another student, please return to the PowerSchool Parent Portal. Click on the tab of the next child's name as shown above in Step 1a.