Welcome to the Pulaski County Special School District online registration for new students. This system should **NOT** be used for:

- Registering Pre-K Students
- Registering returning students
- Registering students who have ever attended any school in the Pulaski County Special School District
- Kindergarten students who were in a Pulaski County Special School District Pre-K program

Click on the Link on the PCSSD website to start.
If you would like to change the language to spanish, click the Español button at the top right hand side of the screen.

If you already have a login to the New Student Online Registration system, enter your login Username and Password. If you have forgotten your username or your challenge questions, you will need to contact the Registrar at the school the student will be attending. If you have forgotten your password, you can click the Login Help link.

NOTE: If the registrar has Sealed, in other words saved, your student’s record in the online registration system, you will not be allowed to make any changes. You will need to contact the registrar at your student’s school.

Login Help Link:
Enter your username, then click the **Get Question** Button.

Enter your Challenge Question answer, then press the **Email Password** Button.

A link will be sent to your email for you to change your password.

As you are navigating through the system you will see that every screen has a "Save and Next" button. You will also see asterisks (*) in front of some questions. If there is an asterisk, that means that it is required and you cannot move on until you answer the question.

Press the **Start** Button to begin the process.

Last Revised 3/29/2018
After reading the letter above, place a checkmark next to I'm ready to begin, then press the Save and Next Button.
Enter a Username. If this already exist, you will need to try again.

The Email Address is not mandatory but is needed if you forget your password.

Password must be at least 6 characters and contain one number.

You can choose your challenge question from a list of challenge questions.

Challenge Answer is case sensitive, meaning that if you type in Red then red will not work.
Enter your legal first name.

Enter your legal last name.

If you are not a resident of the Pulaski County Special School District, you will get the following:

* You must reside in the district. Please log out. Contact Equity and Pupil Services at 501-234-2021.

You cannot use this system if you are not a resident but must contact Equity and Pupil Services at 501-234-2021 for further instructions.
If you are a resident of the Pulaski County Special School District, click yes. The following prompt will be displayed.

Do you have full or partial legal custody of the student you are registering?
☐ Yes  ☐ No

If you answer no, the following will be displayed.

* You must have custody of the student. Please log out. Contact Equity and Pupil Services at 501-234-2021.

You cannot use this system if you don’t have full or partial custody. Please log out and contact Equity and Pupil Services at 501-234-2021 for further instructions.
Enter today’s date. You can click on the calendar icon then click on today’s date.

Under relationship to student, click on the dropdown and a list will be displayed. Choose the one that applies.

Enter the primary phone number.

Under phone type, click on the dropdown and a list will be displayed. Choose the one that applies.

Click Yes if the phone number is listed and No if the phone number is unlisted.

Enter the cell phone number.

Under phone type, click on the dropdown and a list will be displayed. Choose the one that applies.

Click Yes if the phone number is listed and No if the phone number is unlisted.

Enter work phone number.
Enter an extension if applicable.

Under phone type, click on the ▼ and a list will be displayed. Choose the one that applies.

Click Yes if the phone number is listed and No if the phone number is unlisted.

Enter your email address, if applicable.

Click Yes or No if you live with this student. If you click no, the following will be displayed.

<table>
<thead>
<tr>
<th>Physical Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Street number</td>
</tr>
<tr>
<td>* Street name</td>
</tr>
<tr>
<td>* Street type</td>
</tr>
<tr>
<td>* Does this address include an apartment/building/unit?</td>
</tr>
<tr>
<td>Yes Yes No No</td>
</tr>
<tr>
<td>* City</td>
</tr>
<tr>
<td>* State</td>
</tr>
<tr>
<td>* Zip code</td>
</tr>
<tr>
<td>* Is this the individual's mailing address?</td>
</tr>
<tr>
<td>Yes Yes No No</td>
</tr>
</tbody>
</table>

Enter your street number.

Enter your street name. As you type you will see a list of options that you can choose from. If the street isn’t in the street list, it will put Other in as the street name. Then it
will give you a prompt to enter street direction and street name. Press the ▼ to display a list of directions to choose from.

Enter your street type. As you type you will see a list of options that you can choose from.

If you answer yes to the question does this address include an apartment/building/unit, the following will be displayed.

Enter the city. As you type it will give you a list. If the city doesn’t exist, you will choose other and the following will be displayed.

Enter the zip code. As you type it will give you a list. If you choose other, the following will be displayed.

The following will be displayed.

If you answer No to the question Is this your mailing address, then you will be prompted for the following.
If you answer yes you will be prompted for the P. O. Box, City and State. If you answer no, you will be prompted for the street number, street name, street type, city, state and zip.

Free and Reduced Lunch

Click the blue link above and you will be directed to another web site to fill out the application.
There is a link at the top of the screen that links to the zone map of the Pulaski County Special School District website. You can follow the steps to enter an address to show
what school the student should attend. If the address is outside the colors of the map, you will need to stop and contact Equity and Pupil Services to get further instructions.

Enter the student’s first name as it appears on their birth certificate.

If the student has a middle name on the birth certificate, click yes and the system will prompt for you to enter the middle name.

Enter the student’s last name as it appears on their birth certificate.

Enter the student’s suffix if applicable. Press the ▼ to see a list of options.

Enter the date of birth.

If you answer no to the question will the student be five years old by August 1st, the following will be displayed.

* The student is too young to register for Kindergarten. You cannot continue. If you have a question, please contact Equity and Pupil Services at 501-234-2021.

If you get the message above, please stop and log out.

Click the appropriate box for the gender.

Enter the ethnic code for the student.

Enter the primary phone number, phone type and whether the number is listed or unlisted.

Enter the email address.

Enter your street number.

Enter your street name. As you type you will see a list of options that you can choose from. If the street isn’t in the street list, it will put Other in as the street name. Then it
will give you a prompt to enter street direction and street name. Press the ▼ to display a list of directions to choose from.

Enter your street type. As you type you will see a list of options that you can choose from.

If you answer yes to the question does this address include an apartment/building/unit, the following will be displayed.

Enter the city. As you type it will give you a list. If the city doesn’t exist, you will choose other and the following will be displayed.

Enter the zip code. As you type it will give you a list. If you choose other, the following will be displayed.

The following will be displayed.

If you answer No to the question Is this your mailing address, then you will be prompted for the following.

* Is the mailing address a P.O. box?
   - Yes
   - No
If you answer yes you will be prompted for the P. O. Box, City and State. If you answer no, you will be prompted for the street number, street name, street type, city, state and zip.

Click the ▼ to select from a list of who the student lives with.

Click yes if there is a custody agreement and no if there is not.

Click the ▼ to select from a list of grades.

Click the ▼ to select the school. Make sure you look at the PCSSD zone map. The link is at the top of this section.

Click the ▼ to select the country of birth.

Click the ▼ to select the city of birth, then the state of birth.

Additional Guardians
Click Yes and you will be prompted to enter another guardian.

**Military Information**

This will prompt you for each guardian and whether they are active in a military service. If you say yes the following prompt will be displayed.

* Enter branch
Siblings

If there are other siblings you need to enroll, click yes and you will be prompted for that students information.
McKinney-Vento

Pulaski County Special School District
Registration Gateway

Create or Edit
My Account

Pre-Register

Logout

McKinney–Vento –

The McKinney-Vento Act is a federal law guaranteeing all children and youth the right to an equal education, regardless of their living situation. Protection under the McKinney-Vento Act extends to those who lack a fixed, regular, and adequate nighttime residence. This survey is in compliance with the McKinney-Vento Act, U.S.C.A. 2 section 11302(a) and is required by law to register students for school in the United States.

Click here for more details on the McKinney-Vento Act.

Is your current address a temporary living arrangement?
☐ Yes ☐ No

Where is the student presently living?

Click ▼ to display your choices.

Click on the blue link to go to another website for more details.

Click Yes and the following prompts will be displayed.
Previous School

If you enter Yes that the student has attended another school the following prompts will be displayed.

- Has the student previously attended school?
  - Yes
  - No

Special Services
- Does the student have an IEP (Individualized education plan)?
  - Yes
  - No
- Does the student have a 504 education plan?
  - Yes
  - No
- Is the student currently expelled/suspended from any school?
  - Yes
  - No
Enter the name of the last school this student attended.

Enter the name of the district from the list of Arkansas school districts or use out of state if the student attended a district out of state.

Enter the City, State, Zip and Phone Number of the school they last attended.

Enter the number of years the student has attended school in the US.

Click Yes if the student has attended a Pulaski County Special School District school in the past.

Click Yes if the student has an IEP.

Click Yes if the student has a 504 Plan.

Click Yes if the student is currently expelled or suspended from school. If you click Yes, the following prompt will be displayed.

Please explain the circumstances.
Enter the language spoken in your home most of the time.

Enter the language the student speaks most of the time.

Enter the language the student learned when he/she began to speak.

Enter Yes if any answers above are not English. After you enter yes, the following will be displayed.
Click the Yes circle if your student received ESL services previously.

Click the Yes circle if your student attended any United States schools in any 3 years during their lifetime, other click the No circle.

Enter the date your students first enrolled in a school in the USA.

Enter the written language you would prefer to receive school communications.

**Transportation**
Click Yes if your student needs a bus. The following question will be displayed.

* Will this student be at the home address?
  ☐ Yes  ☐ No

NOTE: Pulaski County only picks up at the home address so this should always be marked Yes.

If you click No that your student doesn’t need a bus the following question will be displayed.

* How will this student get to school/home?
  
Select an option from the drop down list.

Always answer Yes to the question that the same action be taken when school is delayed or there is an early dismissal.
Alert System

Enter any phone numbers, an email address and a text phone number, if applicable. These will be used in our call out system when your student is absent or there is a call out made by the school as well as the district.
Emergency Contacts

If you click the Yes circle, the following will be displayed.

Emergency Contact 1
First name
Last name
Relationship to student
Primary phone number
(###)###-####
Phone type
Is this phone number listed?
Yes
No
Alternate phone number
(###)###-####
Phone type
Is this phone number listed?
Yes
No
Would you like to add another emergency contact?
Yes
No
Enter first and last name.

Enter relationship to student.

Enter phone numbers, phone types and whether the number is listed or unlisted.

Enter yes if you need to enter another emergency contact.

**Court-Ordered Contact Restrictions**

If you enter Yes, the following prompts will be displayed.
A court order must be presented and kept on file at the school.

* First name

* Last name

* Reason

* Expiration date of court order

Enter First and Last Name, reason and expiration date of court order.

Health Form

Pulaski County Special School District
Registration Gateway

Create or Edit My Account
Pre-Register
Logout

Health Form –

Medicaid number

Preferred physician

Name of dentist or practice

Does the student have any medical history or health concerns?

Yes  No

Does this student have allergies?

Yes  No

Does your student have an Epi-Pen?

Yes  No

Has the student had a recent hospital stay or accident with severe injury?

Yes  No

Does the student have a history of broken bones?

Yes  No

Does the student wear glasses or contacts?

Yes  No

Last Revised 3/29/2018
Date of last vision exam.

Does the student wear a hearing aid?
  ○ Yes  ○ No

Date of last hearing exam.

Does the student receive Speech Therapy?
  ○ Yes  ○ No

Does the student receive Physical Therapy?
  ○ Yes  ○ No

Does the student receive Occupational Therapy?
  ○ Yes  ○ No

Does the student receive Behavioral Therapy?
  ○ Yes  ○ No

Enter agency

Is this student taking medication?
  ○ Yes  ○ No

I understand that if my child needs specialized medical care at school, I must provide a current (within 12 months) doctor's order and all necessary supplies and equipment. If I do not provide the necessary items, my child could be excluded from school until I provide them.

Enter any Special Needs

Please initial that you understand this statement

I give permission for my student to participate in the Height/Weight screenings (ACT 1220 of 2003)
  ○ Yes  ○ No

I give permission for my student to participate in the Scoliosis screenings (ACT 95 of 1987)
  ○ Yes  ○ No

I give permission for authorized staff/school nurse to distribute the above health information to appropriate school staff members as needed to safely provide care to my student at school.
  ○ Yes  ○ No

I give permission for authorized staff or the school nurse to print and distribute student immunization records if requested by legal parent/guardian.
  ○ Yes  ○ No

If my child becomes ill or injured at school, I authorize school personnel to call and/or arrange for transportation of my child to receive medical care. I understand that I will be responsible for payment of any and all medical care services, including but not limited to emergency care that is not covered by the student's health insurance plan.

Parent/Guardian Electronic Signature
Enter all information that is applicable about the students health.

FERPA

Click any boxes that apply.
Before School/After School Care

If you click Yes, the following prompts will be displayed.

- Please select the times of day

- Day/Care provider's name

- Phone number
  (###)###-####
After reading, please sign in the boxes provided.

**Smart Core**

Please read this page and click whether the student is Smart Core or has a Smart Core Waiver, then type in your signature. This only applies to students in secondary students.
Answer all questions regarding federal impact aid.
Click the blue link to read the registration information which is on the pcssd.org website. After reading, initial that you have read and agree to this policy.
Click the link to read the student nutrition policy then initial that you have read and agree with this policy.
Immunizations Requirements

Click the link to read the immunization requirements then initial that you have read and agree with this policy.
Board Policies

Click the link to read the board policies and initial that you have read and agree with this policy.
Parent Involvement

Click the link to read the parent involvement policies and initial that you have read and agree with this policy.
The Pulaski County Special School District has made available the Parent/Student Handbook online for your viewing and downloading. The Handbook is available on our website at www.pcssd.org or by clicking the link above. Once on our website, click on the Families section, find the Getting Started section and click on the Parent/Student Handbook.

I acknowledge that I have been informed that the Pulaski County Special School District Handbook is located online and available to me for viewing and downloading. I have also been informed of my right to request a hard copy of the Parent/Student Handbook. We have received the PCSSD Parent/Student Handbook including Conduct and Discipline and although we may not agree with all the regulations, we understand that the student must adhere to them while he is at school, on the bus, at the bus stop, or in attendance at school-sponsored activities. In the event that we are not entirely certain of some aspect of school policy, we will contact the principal for clarification within one (1) week after receipt of that policy.

Your electronic signature below certifies that you and your student received information in regard to accessing the Parent/Student Handbook from the school he/she attends.

- I would like to receive a hard copy of the Parent/Student Handbook.
  - Yes  ☐ No

- Electronic Signature Student  
  Your name is your electronic signature.

- Parent Electronic Signature  
  Your name is your electronic signature.

Click the link to read the student handbook. If you would like a hard copy, click yes. Have your student sign, then you sign that you have read and agree with this policy.
Type in your name that you confirm that all information provided is complete and accurate to the best of your knowledge.

Click Yes to complete the process. The following statement will be displayed.

Next, you will view the checklist of items that may still need to be completed after you exit this portal. Finally, you will have an opportunity to schedule your appointment with the district. This will complete your on-line process.
Add Another Student

Add another student?

Yes  No

Click Yes to add another student.

When you click No, there will be a list of items that you will need when you go to your registration appointment with the registrar. This will also allow you to print a PDF of the information you have completed with the online registration system.
Schedule an appointment with the registrar by selecting the date and time you would like to finish registering the student.

When you have received the following screen, you have completed the online registration process.
Pre-registration completed successfully