



## Registration For **NEW** Students to Leawood Elementary

There are three steps that will need to be completed when enrolling your student to Leawood Elementary. Step 1 will be to complete a **Jeffco Connect** account, Step 2 will be to complete **EnrollJeffco**, and Step 3 will be to bring your **documentation** in to the school.

### **STEP 1 – Jeffco Connect**

Jefferson County Public Schools registration process is now online through **Jeffco Connect**. This link can be found below, and on our Leawood webpage under the *Student Registration Link* or the *Family Resources Link* (Family Portal). All new incoming students will need to do **ONE** of the following:

If you have a new kindergartner please note that the entrance age eligibility for Jefferson County Schools states: Children must be 5 years of age on or before October 1<sup>st</sup> of the incoming school year.

- If you have a student coming to Leawood and they have been in another Jefferson County Public School, a Jefferson County Public Schools Child Find or Pre-School, **do not** choose the yellow button “New to Jeffco Public Schools.” This would create a duplicate ID/ account for your child. Instead, please bring your documents to the school to complete your registration and we will find your child in the Jefferson County School Campus system.

### **OR**

- If your student is the sibling of another student already in Jeffco Schools, simply login to your existing *Jeffco Connect* account with your user name and password. **You will click on the button “Add New Student”**. Do not choose the yellow button “New to Jeffco Public Schools”. This would create a duplicate user account for you. (If you don’t remember your user name or password, please contact the school and we will locate your account.)

### **OR**

- If you do not have any other children in Jefferson County Public Schools and the child entering Leawood has never been in the Jeffco School system, choose **“New to Parent/Guardian Public Schools?”** Follow the directions to set up your new account and complete the process to register your student.

Once you have completed the Jeffco Connect process, please make sure you hit the “Save” button. Your *digital signature* will ensure that your information is passed along to the school.

You will then need to provide us with the required documents: Birth certificate, immunization records, and proof of residency. (These documents MUST be brought to the school AFTER you have registered or your enrollment will be incomplete.)



Please follow the directions above based on your history with Jeffco Schools

1. Log into Jeffco Connect and click on “New Parent/Guardian to Jeffco Public Schools”
2. Edit your personal user information – press the **SAVE** button
3. Click on “Create A New Student”
4. Enter information for your student on each item on the left side of the screen. Be sure to enter information in the squares marked with a “red star”. Be sure to press the **SAVE** button on each page.

CLICK ON EACH OF THE FOLLOWING:

- Student
  - Residency
  - Contacts – **if your mobile phone is used as your house phone, mark it as your primary # and put in the first position.** Please add additional emergency contacts. Verify your email and check the boxes to the right.
  - Enrollment – For the two questions “continuously enrolled” use the date of 08-01-2019. (If you are interested in Choice Enrolling, select Leawood from the pull down section in the upper right section on this page.)
  - Health
  - Language
5. When you are finished scroll to the bottom of the screen and:
    - **CLICK ‘SUBMIT’**
    - **CHECK THE ‘I AGREE AND APPROVE SQUARE’** and then
    - **CLICK ‘ACCEPT’** – an electronic signature will be captured when you accept...you will get a message at the top of this student’s summary page that says your information has been sent to the school.

**If you have more than one student, repeat steps 3, 4 & 5 for each of your students**

6. When finished, be sure to log out.

## STEP 2 – ENROLLJEFFCO

After you have completed Jeffco Connect, you will now complete EnrollJeffco. You will find all the information you need to enroll your student at their home school, Leawood Elementary. You will also be able to browse other schools and or apply to one or more schools of your choosing.



## STEP 3 – DOCUMENTATION

Once the above two steps have been completed, you will finalize your registration/enrollment by bringing in three required documents; Birth Certificate, Immunizations, and Proof of Residency (phone bill, cable bill, car registration, etc.). These documents **must** be brought to the school *after* you have registered or your enrollment will be incomplete.