

Registration Checklist

Please note: You will need to complete a separate application for each student in your family who plans to attend school this fall.

Documents You Will Need to Upload

- Birth Certificate**
(photo or PDF)
- Parent/Guardian Photo ID**
- Proof of Residency**
(utility bill/lease/mortgage from last 60 days)
- Immunization Record or exemption form**
- Previous School Records**
(if applicable)
- IEP/504/ELL Documents**
(if applicable)
- Student Discipline Record**
(if applicable)

For families already in South Carolina, good news — we receive school records automatically, so you don't need to upload them.

For families moving from another state, please upload your student's records, as we are not able to request them electronically.

Sections of the Registration Packet to Complete



- Student Information**
Enter your student's legal information exactly as it appears on their birth certificate.
- Residency**
Provide your current address and answer all residency-related questions.
- Previous School**
List all prior schools attended and respond to transfer history questions.
- Enrollment Survey-Section I**
Answer questions related to translation needs, Title I Part C, and McKinney-Vento services
- Enrollment Survey – Section II (HLS)**
Complete the Home Language Survey.
- Ethnicity**
Provide the required federal ethnicity and race information (Parts A & B).
- Special Services**
Indicate whether your student receives any special services and provide details if applicable.
- Family Information**
Enter marital status and custody/guardian information. Upload supporting documents if required.
- Contacts**
Add parent/guardian and emergency contacts (up to seven total).
- Priority**
Rank contacts in the order they should be called.
- Health & Immunizations**
Enter your student's medical history and upload immunization records.
- Google Workspace**
Notice Review and acknowledge student technology access information.
- Agreements**
Review and accept the student handbook, media release, and walking permissions.
- Directory & Military Survey**
Provide directory information preferences and complete the military questionnaire.
- Technology**
Complete questions about your student's technology access and any school-issued device needs.
- Documents – New Student**
Upload all required enrollment documents.
- Request for Student Records**
Provide permission for LTS Columbia to request records from your student's previous school.
- Signature**
Electronically sign all required statements.
- Review & Submit**
Fix any errors, ensure all sections are marked "Complete," and submit your packet.

Next Steps in the Enrollment Process

The registrar will review your documents and reach out if anything is missing or needs clarification.

Keep an eye on your email for important next steps, teacher assignments, and school updates.

Need Help?

- **Address:** 8313 Two Notch Rd, Columbia, SC 29223
- **Hours:** Monday–Friday, 8 a.m.–4 p.m.
- **Email:** col-enrollment@legacytraditional.org

Tip: If you need help, email a screenshot and your student's alias, and our team will be happy to assist you promptly.

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(if applicable)
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(if applicable)

If you cannot upload your documents now, please contact the Enrollment Office by email or visit the Enrollment Office. After submission, only school staff are able to make changes.

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