

Registration Guide

Who is this for?

This guide is for new Legacy Traditional School–Columbia families completing the online registration packet in PowerEnroll (PowerSchool Enrollment). Please note that a separate application is required for each student who plans to attend.

1) Before You Start (5–10 minutes)

To make the registration process smoother, please gather the following documents before beginning your online packet. If you are unable to upload any documents during the process, you will need to email col-enrollment@legacytraditional.org, or visit the Enrollment Office for assistance. Once your application has been submitted, only school staff are able to make changes.

Documents to Have Ready:

- o Student birth certificate (*photo or PDF*)
- o Parent/guardian photo ID
- o Proof of residency (*recent utility bill, lease, or mortgage*)
- o Immunization record *or exemption form* (*if applicable*)
- o Previous school records (*if applicable*)
- o Special program docs (*IEP/504/ELL plan*) (*if applicable*)
- o Student discipline record (*if applicable*)

Tech tip: Use Chrome or Edge, enable pop-ups, and turn off auto-translate if fields appear distorted.

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.



2) Create or Sign In to Your PowerSchool Account

Use the PowerSchool link provided in your email to access the registration portal.

New Families:

Select **Create Account**, enter your email, create a password, and complete the email verification steps.

Returning Families:

Select **Sign In** and use the same email you used during the application process. If you need help accessing your account, choose **Forgot Password** to reset it.

3) Start the Registration Packet

1. From your PowerSchool dashboard, select **Start New Registration**.
2. Choose **Legacy Traditional School Columbia 2026–2027** as the school year.
3. Review the Welcome/Instructions page, then click **Begin Forms** to start your packet.



4) Student

In the **Current Status** field, select **New Student**.

Enter the following information:

- o Legal name (*must match the birth certificate*)
- o Preferred name
- o Date of birth
- o Grade level

For **Enrolling Grade**, select the grade your student will enter.

For **Enrolling School**, choose **Legacy Traditional School**.

5) Residency

Enter the following information in this section:

- o Home phone number
- o Residential address
- o Responses to the residency-related questions
- o Current or previous school information

6) Previous School Information

Provide responses to the questions about your student's prior school(s)



7) Enrollment Survey – Section I

Answer the questions related to translation services, Title I Part C, and McKinney-Vento support.

8) Enrollment Survey – Section II – HLS

Complete the Title III Home Language Survey questions.

9) Ethnicity

Provide the required federal ethnicity and race information for Parts A and B.

10) Special Services

Answer all questions regarding student services.

*If you select **Yes** for any item, you will be prompted to provide additional details.*

11) Family Information

Enter the following information:

- o Marital status
- o Custody/guardian status
- o Any applicable court orders (upload documents if required)



12) Contacts

Enter contact information for each parent/guardian and any emergency contacts (*up to seven total*).

Tip: List the most reachable adult first. This person will serve as the primary contact for urgent communication.

13) Priority

Arrange your contacts in the order you would like the school to call them during emergencies or important situations.

14) Health & Immunizations

Enter the following information in this section:

- o Medical history, allergies, and current medications
- o Doctor and dentist contact information
- o Immunization records or exemption documentation (*upload required*)
- o Any applicable health plans (*such as asthma, diabetes, or seizure plans*)

15) Google Workspace for Education Notice

Review and complete the required acknowledgement for student access to Google Workspace for Education tools.



16) Agreements

Review each item and respond **Yes/No** or **Accept**, as required:

- o Student/Parent Handbook acknowledgment
- o Media/Photo Release
- o Walking Permission *(if applicable)*

17) Directory and Military Survey

Complete the required Directory Information and Military Survey questions.

18) Technology

Complete the technology agreement and provide responses regarding your student's learning access and device needs.

19) Documents - New Student

Upload the required documents for your student's enrollment:

- o Birth certificate
- o Immunization records
- o Proof of residency *(clear photo or PDF showing name, address, and a date within the last 60 days)*
- o Report card or transcript *(if applicable)*
- o Student discipline record *(if applicable)*
- o Parent/guardian photo ID

Tip: *If uploading from a phone, use the camera, crop the edges, and ensure all text is clear and readable. When uploading from any device, select **Upload**, then choose the appropriate file.*



20) Request of Student Records

Complete the authorization allowing Legacy Traditional School–Columbia to request your student’s records from their previous school.

21) Signature

Complete the required electronic signature to finalize this section.

22) Review & Submit

Click **Next** to view any red errors or yellow warnings.

Use **Find Invalid Fields** to navigate directly to items that need correction.

Fix any missing fields or required uploads.

Once all sections show **Complete**, click **Submit**.

On the Confirmation page, make note of your submission number and timestamp.

A confirmation email will also be sent—be sure to save it for your records.

23) After You Submit

▶ Document Verification:

The registrar will review your registration packet and will email you if any documents or information are missing.

▶ Next Steps:

Watch your email for upcoming communication, including community engagement opportunities and welcome messages from Dr. Turney and Dr. Prochak.



Troubleshooting

I don't see the right school/campus:

Make sure you selected the correct school year and confirmed your residential address.

Can't upload a file:

Use a PDF, JPG, or PNG under 10MB. Try rescanning the document or renaming the file without special characters.

Page won't advance:

Scroll to the top or bottom of the page - there may be a hidden error message. All required fields marked with an asterisk (*) must be completed.

Locked out or using the wrong email:

Use **Forgot Password** to reset your login. If needed, create a new account using your preferred email address

What If I'm New to the Area?

Complete as much of the registration packet as you can and upload any documents you currently have.

If certain items will take additional time (for example, a new lease that begins next week), contact the Enrollment Office. The administrative team can advise you on acceptable alternatives and next steps.



Helpful Tips for Faster Approval

- o Use your student's exact legal name and make sure your address is consistent across all forms and uploaded documents.
- o Ensure all uploaded photos are clear, well-lit, and show the full document without cut-off edges.
- o When possible, provide at least two emergency contacts who are not a parent or guardian

Need Help?

Registrar/Enrollment Office:

8313 Two Notch Rd, Columbia, SC 29223

Office Hours:

Monday–Friday, 8:00 a.m.–4:00 p.m.

Enrollment Email:

col-enrollment@legacytraditional.org

If you need assistance at any point, take a screenshot and email the registrar along with your lottery number and a brief description of the issue.