

**Lower Dauphin School District**  
**Kindergarten Registration Instructions**  
**2024-2025 School Year**

**Dear Parent/Guardian,**

Below are the directions to access the Lower Dauphin kindergarten registration system. **Before you begin your PowerSchool Enrollment**, we recommend that you gather the following materials:

- Addresses and phone numbers of biological/legal parent(s) or guardian(s)
  - Emergency contact names and phone numbers
  - Doctor and dentist names and phone numbers
  - Immunization records
  - List of current medications (if applicable)
1. **After you have the materials above**, open a web browser and navigate to [www.ldsd.org](http://www.ldsd.org). Click on the link on the left that says, “Kindergarten Registration for NEXT School Year 2024-2025.” Follow the directions on the page and click on the link to “Create an Account”. There is a link for English or Spanish.
  2. You will need to click on the “Create Account” link on the left-hand side of the window (if you have not previously used this system). Enter basic identifying information including an **Email Address** and **Password**. If you do not have an email address you can create one for free at [www.gmail.com](http://www.gmail.com) or [www.yahoo.com](http://www.yahoo.com). This will allow you to save and come back if necessary as well as share some family information between siblings.

## Sign In

Email Address

Password

☐ Remember me on this computer

**Sign In**

[Forgot password?](#)

## Create Account

With an account, you can...

- Complete forms online
- Save and return to forms in progress
- Print form history

**Create Account**

If you have previously used PowerSchool Enrollment/Infosnap through Lower Dauphin School District to register another child, you may log in without creating a new PowerSchool Enrollment/Infosnap account. For technical assistance, please contact Lower Dauphin's helpdesk at (717) 566-5392.

3. Review the "Introduction" page and click "Next" to enter the registration form. Input your student's information, and click "Next" to move from page to page. Please review each page carefully.
4. Clicking "Next" on the final form page will take you to the "Review & Submit" page. Review the information entered *very carefully*, as this information will be information transmitted to the school. If you would like to make a change, click on the underlined field or click "Prev" to return to the forms.
5. When you are satisfied with the information entered, click **"REVIEW AND SUBMIT"** in the navigation bar at the top right of the screen. Note: on the "Review & Submit" page, you will be alerted of any required field which has not been answered. To continue, all required fields must be satisfied.
6. Click on "Submit" button in the upper right hand corner of the screen.
7. On the "Submission Confirmation" page, you may choose to print a copy of the submitted form for your personal records.
8. Follow the instructions on the Submission Confirmation page for any appropriate "Next Steps".
9. Click on **"SAVE & LOGOUT"** in the upper right hand corner of the page to log out and ensure that your information is secure.

## TO FINALIZE THE ENROLLMENT YOU MUST:

Bring the following documents to your face-to-face enrollment appointment:

### Required documents:

1. At least one of the following **proof of child's age**: birth certificate, notarized copy of birth certificate, baptismal certificate, copy of the record of baptism (notarized or duly certified and showing the date of birth), notarized statement from the parents or another relative indicating the date of birth, valid passport, prior school record indicating the date of birth.
2. At least one of the following **proofs of residency** in Lower Dauphin School District:
  - a. Notarized statement from landlord or homeowner if residing with another resident.**OR**
  - b. Deed, lease, property tax bill, most recent utility bills, current credit card bill, driver's license, vehicle registration, or department of transportation identification card.

\* LDSD reserves the right to request a second form of address verification in order to confirm LDSD residency.

3. Copy of **immunization records**.

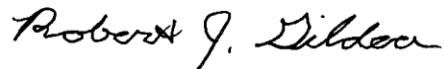
**Additional documents if applicable:**

- Special education or Section 504 documents.
- Court orders or custody agreements.
- Foster or CRR Host Home placement letter (required if enrolling as a foster/CRR placement).

If you encounter any issues using the system, help is just a phone call away. Contact Lower Dauphin's technology support team at (717) 566-5392 or [helpdesk@lds.org](mailto:helpdesk@lds.org).

Thank you again for completing the kindergarten registration process. We look forward to working with you and your student.

Sincerely,

A handwritten signature in black ink that reads "Robert J. Gildea". The signature is written in a cursive style with a large, stylized 'R' and 'G'.

Robert J. Gildea, D.Ed.  
Superintendent, Lower Dauphin School District