

Welcome to Lower Dauphin School District!

**Step One:** Call Central Enrollment at (717) 566-5360. You will need to provide:

1. Your address,
2. The full name, birthdate, and grade level for each student in your home,
3. Your email address

**Step Two:** Enter information online.

1. Access InfoSnap using link from Central Enrollment email.
2. Create an Account / Sign In:
  - a. If you have not used InfoSnap through Lower Dauphin School District before, select "Create an InfoSnap Account". Enter basic identifying information including an Email Address and Password. If you do not have an email address, you can create one 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.
  - b. If you have previously used InfoSnap through Lower Dauphin School District to register another child, you may log in without creating a new Infosnap account.
  - c. For technical assistance or to recover your password you can contact the InfoSnap Support Line, toll free at 1-866-752-6850 (9:00am - 5:30pm EST) or by email at [support@infosnap.com](mailto:support@infosnap.com).
3. Review the "Introduction" page and click "Next" to enter the registration form. Input your 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 to any unanswered, required fields. 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.

**Step Three:** Face-to-face meeting at school.

1. Someone from the school will contact you by phone or email after you provide the information in Step One.
2. You will need to bring:
  - a. Proof of residency
    - i. Deed, lease, property tax bill, recent utility bill, current credit card bill, driver's license, vehicle registration, or department of transportation identification card, OR a notarized statement from landlord or homeowner if residing with another resident.

- ii. We always require at least one proof of residency, but reserve the right to request a second form in order to confirm LDS residency.
  - b. Proof of child's age
    - i. 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, or prior school record indicating the date of birth.
  - c. Proof of Immunizations
    - i. Copy of immunization records.
- 3. Additional information you should bring:
  - a. Emergency contact names and phone numbers (two local and one out of region)
  - b. Doctor and dentist names and phone numbers
  - d. List of current medications
- 4. Additional documents if applicable:
  - a. Special education or Section 504 documents.
  - b. Court orders or custody agreements.
  - c. Foster placement letter (required if enrolling as a foster placement).

Questions? See FAQ's at <http://www.lds.org/domain/69>, or contact Central Enrollment by phone at (717)566-5360 or by email at [FalconEnroll@lds.org](mailto:FalconEnroll@lds.org).