

INSTRUCTIONS FOR NEW STUDENT REGISTRATION

REQUIREMENTS: In order to start the student registration process, a student must reside in the school district's attendance area at the time of registration.

STEP 1: Registration Gateway (Online Portal)

- The registration process begins by using the district's secure, online registration system called **Registration Gateway**. Parents of new students will need to establish an account in Registration Gateway. The same account can be used to register multiple students. This account will also be used to re-register your child in subsequent years. The web address for Registration Gateway is <http://www.anderson5.net> or <http://www.anderson5.net/tlhanna>.
- Parents/guardians will need to know which school their child will attend based on their residence before they start the registration process. Address verifications can be made through the district's online school locator.

STEP 2: Presentation of Required Documentation - In Person Registration Completion

The following is what you will need to bring to your registration appointment...

- **Legal Birth Certificate with Seal.** A mother's copy or a hospital copy is not acceptable.
- **SC Certification of Immunization.** All immunizations must be recorded on a SC Certificate of Immunization. The Anderson County Health Department provides this service; call 864-260-5541 for an appointment or for more information.
- **Proof of Residency - at least two acceptable documents.** Acceptable documents include a deed, certificate of occupancy, closing statement indicating completion or rental lease agreement with official signatures, utility bill (electric, gas, water, or telephone). *Vehicle property tax receipts are not accepted as proof of residency documents.*
- **Instructional Fee.** Methods of payment may include the following: a personal check, money order, cash and debit/credit cards are accepted.
- **Custody Papers.** If applicable.
- **Medicaid Card.** If applicable.
- **For High School (Grades 9-12).** A copy of the withdrawal form from previous school and your child's unofficial transcript (ideal) or latest report card from their previous school.

Remember that a student's registration is not complete until all required documentation is presented and processed.

Enrollment is temporary until complete records have been received from the previous school. Schools will not send records if the student left without formally withdrawing or owing fees, books, and any unpaid fines.

Please review all school information regarding Anderson School District Five rules, attendance policies, and South Carolina High School diploma requirements in the Student Handbook and the High School Course Catalog. This information can be found on our T.L. Hanna website. <http://www.anderson5.net/tlhanna>

Any exceptions to the above requirements must be approved by our Student Management Services at the Anderson School District Five Office, located at 400 Pearman Dairy Road, Anderson, SC 29625. District Office Phone #: 260-5000