



2023-2024

Student Registration Procedures

NOTE: CCSD Online Registration for the 2023-2024 school year will begin on **April 11, 2023**. At that time please complete the following steps in order.

Make sure you complete all 3 steps and highlighted areas in order.

Step 1: Please complete the following CCSD online registration (OLR) that applies to you.

[CCSD Existing Student OLR](#)

Use this link for children currently enrolled in a CCSD school or to Add a

Kindergartener/PreSchooler(if selected). Please use the [Campus Parent](#) link and sign in with your username and password.

[CCSD New Student OLR](#)- Use this link if you are new to CCSD or are returning after leaving CCSD. All required documents listed in step 2 must be turned in to the front office before your student can be placed into a classroom.

*If you already have a parent portal account, please do not create a new one for your students. If you are having problems accessing your portal account and cannot fix it by using the password reset feature, please call the office at 702-799-2250 or email Kaylee Barnes at barnekb@nv.ccsd.net.

Step 2: NEW to district Student ONLY!! Once Completed, please have the following documents prepared to bring in person to Brown Elementary.

***Parent Proof of ID- New to District**

Please note: Permanent and temporary guardians should be prepared to provide proof of guardianship at the time of registration.

***Proof of Address- New to District**

One of the following proofs of address in your name is required to show you live in our zone:

- Power bill, or
- Water bill, or
- Gas bill

We will accept a fax from the utility company. Note that a driver's license, telephone bill, or cable bill is not an acceptable proof of address.

Current students: You will be contacted if any documentation is needed.

If you are living with a friend or relative, please follow the directions sent by shared housing (you will select this option when completing the online registration):

***Proof of Child's Identity - Kindergarten and New to District, Charter and Private Only**

One of the following is needed to show proof of a child's identity:

- Original birth certificate
- Passport
- Certified birth card issued by the Clark County Health District or a health district from another state. Photocopies will not be accepted.
- This is only needed if enrolling in CCSD for the first time.

***Immunization Record - New to District, Charter and Private Only**

- [Immunization Resources](#)

Step 3: Teacher Preference Survey-This form is **only available until April 21, 2023**. In order to submit this for consideration (by April 21), all registration forms must be completed and all required documents received.

When completing the **Teacher Preference Survey**, be sure to include **three teacher preferences** and a **brief narrative** explaining why you believe each of the teachers chosen could meet your child's educational needs. **Forms that do not include all three choices will not be honored, and the student will be placed at the administrator's discretion.** If you are not familiar with our teachers, include information in your narrative about your child's learning style and personality. We place every student by hand and that information will help guide the "match". Don't forget that you can check out staff mini-intro videos on the website, as well. For your convenience, a **tentative** list of teachers' class assignments is included for you to look at before filling out your Teacher Request Form. The list of teachers is not guaranteed and may change several times between now and the start of the school year.

[Tentative Staff List](#)

As you make your choices, please keep the following things in mind. We are obligated to build classes that are balanced in relation to teaching/learning styles, ability levels, behavior, gender, etc. Parents should identify three teachers so that we can be flexible and balance classes. Each of your three choices will be given equal consideration (preferences are not ranked) when placing your child. **Please do not request that an assignment be changed if your child was placed with one of your three teacher choices.** Lastly, please remember that teacher requests are not guaranteed. There could be unexpected and unavoidable personnel changes made during the summer. If that should happen, students will remain in their class assignments with their newly assigned teacher.

Please note: If your child will be going into fifth grade, teacher preferences are not considered. Fifth grade students will be assigned a homeroom teacher; then participate in departmentalized instruction daily. This allows for explicit differentiated instruction within the core content areas. All fifth grade students will rotate through and receive instruction from all three fifth grade teachers, daily.

[Teacher Preference Survey](#)