



## Online Registration Instructions

Online Registration - We encourage you to take advantage of the online process as you are able to do this from the comfort of your home, library, or office, 24 hours a day, 7 days a week. A short appointment will be scheduled after you have completed the online process and your registration is approved. Online registration is available in English and Spanish. Please see the instructions below.

Visit the York City SD website at: <http://www.ycs.k12.pa.us/>

Click on the Online Registration link, or you can navigate directly to online registration at: <https://ycs-sapphire1.k12system.com/>

Click on Community Portal

Click on "Register a new student with the district."

Click on "Create a New Account"

Complete the New Account screen and click next.

This will complete your account setup.

Retain the email address and password you created.

Next, click "Registration Login Screen"

### New Student Registration

Register a new student with the district

### Your Account has been Created

Your account has been created. The next step is to confirm your email at follow steps listed in that email.

[Registration Login Screen](#)

Login with your email and the password you created.

Upon successful login, you will be taken to the registration page.



Click on the create button for the English or Spanish version of the Registration Form.

Start a New Registration with York City School District

1718 Kindergarten Registration (ENGLISH)

CREATE ▶

YCSd Registration Form (ENGLISH)

CREATE ▶

YCSd Registration Form (ESPAÑOL)

CREATE ▶

1718 Kindergarten Registration (Español)

CREATE ▶

Complete the first screen which is the basic information about your new kindergarten student. **Keep in mind that while completing the online registration process, any fields that have a red asterix \* are required fields and must be completed prior to submitting the final registration form.**

YCSd Registration Form (ENGLISH)

Registering a New Student

To start your student's registration, please answer the following questions:

Student's First Name:\*

Student's Last Name:\*

Student's Gender:\*

Student's Date of Birth:\*

Has this student ever been enrolled in this school/district before?

Home

Index

Messages

Save

Print

When you enter the form, you will see a navigation panel on the left side of the screen. At any point you can return to the index where it will indicate which pages are complete and which still require data entry.

- 2. Registration Table of Contents
- II. Student Registration:
  - 3. Basic Student Information
  - 4. Living Information
- III. Parent Guardian Information
  - 5. Parent Guardian Information
- IV. Enrollment Information

Not Yet Complete  
Not Yet Complete

Not Yet Complete

Please note a message may appear at the top of the page if you do not confirm your email address. It is highly recommended that you verify your email address in the event that the registration department wants to communicate with you via email.

Use the Next button in the top right-hand corner of the screen to navigate throughout the online form.





Navigate through the form, using the next button until you are finished and all of the “Not Yet Complete” items disappear from the index page.

2. Registration Table of Contents

<b>II. Student Registration:</b>	
3. Basic Student Information	Not Yet Complete
4. Living Information	Not Yet Complete
<b>III. Parent Guardian Information</b>	
5. Parent Guardian Information	Not Yet Complete
<b>IV. Enrollment Information</b>	

2. Registration Table of Contents

<b>II. Student Registration:</b>	
3. Basic Student Information	
4. Living Information	
<b>III. Parent Guardian Information</b>	

When you are finished, navigate to the last page of the form and click the “Submit Registration to York City School District” button.

[Submit Registration to York City School District](#)

If you fail to complete a field, you may receive this message. Please return to the registration form and complete the missing data.

**There are 31 registration items that York City School District requires that have not been filled in.**

Registration Item(s) that have not been filled in \_\_\_\_\_

[Continue](#)

[Return to Registration Form](#)

Throughout the online form you will have the ability to upload documents. These documents include Birth Certificates, Proof of Residency and Immunization Records. Feel free to use a smartphone app such as Scanner Pro to take a photo of your documents and then upload them. Please plan to bring these original required documents to your registration appointment.