



# How to complete the steps for *Registration* –

*Enrollment Center*  
*110 McDonald Drive*  
*Lawrence, KS 66044-1063*  
*Office (785) 330-2461*  
*Fax (785) 832-5020*

*Dianna Dykes, Coordinator-Enrollment*

1. Visit **USD497.org** to begin the online enrollment process. Click on the box for “New Student Registration.” After submitting your online registration, you will need to submit the following documents with your registration.

Items needed to be uploaded to your online registration when enrolling your student:

- Current Immunizations;
- Certified birth certificate;
- Proof of residency (lease agreement, contract for new house, car registration, current gas, electric, or water bill);

In addition, it is useful to upload these documents:

- A copy of your child’s transcript;
- Your child’s Individual Education Program (IEP), 504 Plan, SSP if applicable;
- Proof of guardianship if you are not the child’s legal guardian.

2. Upon completion of your registration at the Enrollment Center and entry of your student in the district database, Free State will request any academic records from previous schools attended. Once all necessary records have been received, our Registrar will contact guardians of students in grades 10-12 by phone (the end of July) to schedule an appointment with the appropriate counselor to select classes and finalize your enrollment. Counselors are not on duty over the summer break so appointments will be scheduled after the first of August. To meet with your Free State Counselor you must have an appointment. **Please note: Freshman students do not require an appointment. Freshman schedules will be available online upon completion of the enrollment process.**

*Lawrence Free State High School*  
*4700 Overland Drive*  
*Lawrence, Kansas 66049*  
*Office 785-832-6050*  
*Fax 785-596-6579*

*Vicki Lindberg, Registrar (vlindber@usd497.org)*

## **Which Counselor will I be assigned to?**

Katie Brandau (9<sup>th</sup> grade)  
[Katie.Brandau@usd497.org](mailto:Katie.Brandau@usd497.org)

Katherine Dillon (A-G)  
[kdillon@usd497.org](mailto:kdillon@usd497.org)

10<sup>th</sup> – 12<sup>th</sup> grades  
Marc Conover (H-O)  
[mconover@usd497.org](mailto:mconover@usd497.org)

Ken Hile (P-Z)  
[khile@usd497.org](mailto:khile@usd497.org)

Ednice Metz (SOAR)  
[Ednice.Metz@usd497.org](mailto:Ednice.Metz@usd497.org)

Tina Mitchell, Department Chair (STAR)  
[tmitchel@usd497.org](mailto:tmitchel@usd497.org)