

**New Student Registration:** The online forms in Registration Gateway must be completed before you are able to schedule an in-person registration appointment with our district office. We recommend using a laptop or desktop computer to complete this information. Before you begin the process in Registration Gateway, have the following information on hand:

- Phone numbers and email addresses for your work and home
- Name, address and phone number of the last school (including preschool) your child attended
- Student health information, such as doctor/dentist contact information
- Emergency contact information (other than parent/guardian)

#### **STEP 1 LOG-IN:**

- Create an account in Registration Gateway and log in
- Once you click the **|Sign UP|** link, you will be asked to fill out a brief form including personal information and account access information.
- If you have registered children for a previous school year, please create a new user name and password for this new registration...do not go back in under a previous username/password.

#### **STEP 2 COMPLETE REGISTRATION GATEWAY INFORMATION**

#### **STEP 3 IN-PERSON REGISTRATION APPOINTMENT**

- Once all of the information you entered in Registration Gateway is complete and saved, the system will prompt you to schedule an in-person appointment with our district office. **We are located at 6097 Johnstown-Utica Road, Johnstown, Ohio 43031. Please park in the gravel lot behind the building and buzz in at entrance B.**

#### **IMPORTANT INFORMATION!**

During the in-person step of registration, you will need the following documents in order to complete the process. If you do not have the documents listed below, you may be required to reschedule for a later date.

1. Parent/guardian state-issued driver's license or ID
2. Child's original birth certificate with official raised seal
3. Proof of residency listing a service address or property location. Examples of acceptable documents include:
  - Mortgage agreement/closing documentation
  - Rental/lease agreement
  - Current gas bill
  - Current electric bill
  - Current trash bill
  - Current water bill
4. In the case that you cannot provide a proof of residency in your name and are residing with someone else in the district, we will need you to complete an Affidavit of Residency. This form can be found on our website under [Forms, Handbooks and Links](#). The affidavit will need to be completed by you and notarized prior to your registration appointment. Along with the affidavit, we will need a current proof of residency from the person with whom you are residing.
5. Immunization records
6. Court-stamped custody papers (if applicable) \*
7. Current IEP/504 plan (if applicable)

\* In accordance with Ohio Revised Code 3313.67.2 and the Missing Children's Act, the parent/guardian must provide a certified copy of the divorce decree and parenting plan allocating parental rights and responsibilities and/or other documents assigning custody or guardianship.