Preschool-12th Grade Registration Instructions:

- **If this is a New Current Year Enrollment for 22-23 school year then select Registration Year 22-23**

- **If your child is <u>registering to be newly enrolled in the Gallia County Local School District next school year, select Registration Year 23-24</u>, then you need to complete the following steps:**

    1. **Access the Gallia County Local School website**

    2. **Select Enroll Option**

    3. **Select Online Registration Instructions (Read First)**

    4. **Select Online Registration**

    5. **PRESCHOOL ONLY-Fill out the Preschool Pre-Registration Form online at the following link:** https://forms.gle/63aJkWxANdRZNE7N6

    6. **KINDERGARTEN ONLY-Fill out the Kindergarten Pre-Registration Form Online at the following link:** https://forms.gle/pSTvbayv72Xwi1nPA

    7. **Collect the following documents:**
    Birth Certificate
    Shot Record
    Tax Return-**PRESCHOOL ONLY**
    Proof of Address
    Custody Court Docs (If applicable)
    ECE Form-PRESCHOOL ONLY
    ODE Medical Statement (Form filled out at the Well Check Appointment) -PRESCHOOL ONLY
    ODE Medication Form (If applicable) -PRESCHOOL ONLY
    **Open Enrollment (If applicable)

    **The blank copies of these documents are on our website: https://www.gallialocal.org/forms-links Or you can pick up a copy from your building secretary or from Penny at the GCLS Central Office.

    8. **If possible, scan these documents and save digital copies on your computer or device.** You can also take a picture of the documents with your phone--and if the documents are clear to read--you can save those items to your phone for upload. Usually, when you take a picture, you have the option to share the picture via email. If you share your pictures to your email address and can access your email on your phone, you can download these images as the documents you can upload. We understand that some of you may not have access to make digital copies of your documents. If that is the case, you can bring them to your building secretary or the central office and we will help you with that step or upload them for you.

    9. **Complete the Enrollment Application at the following link:**
    https://meta.infinitecampus.org/campus/OLRLoginKiosk/galliaCounty
    Select start a new application. When asked if the child previously attended the district SELECT "No". (This is a processing issue. If you select "yes", you won't be able to complete the new application.)

    10. **Students who are currently enrolled in Gallia County Local Schools DO NOT have to complete a new OLR.** Caregivers of currently enrolled students will complete an Annual Update in August. However, **PK students returning to PK will need to submit** a new ODE Medical Statement, Insurance Card, Student's Social Security Card, a new ECE Form, 2022 Tax Return, and if applicable: Custody Documents, K-12 Medication Form, Open Enrollment Form. These can be submitted to the teacher and teaching assistant. The site will upload and notify central office.