

Preschool-12th Grade Registration Instructions:

- **If your child is registering to be newly enrolled in the Gallia County Local School District next school year, then you need to complete the following steps:**

- ✓ **1. PRESCHOOL ONLY-Fill out the Preschool Pre-Registration Form online at the following link (copy and paste in browser):**
<https://forms.gle/PrxJUgz2Wy3SekcAA>

- ✓ **2. 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**
**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.

- ✓ **3. 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.

- ✓ **4. Complete the Enrollment Application at the following link:**
- ✓ **Select start a new application at the following link: www.gallialocal.org**
- ✓ **Select "Enroll"**
- ✓ **Select "Online Registration"**
- ✓ **Select "24-25"**
- ✓ **Information on this first page is for the person completing the Online Registration for the student.**
- ✓ **When asked if the child previously attended the district
SELECT "No". IF YOUR STUDENT IS NEW TO THE DISTRICT STUDENT.**

- 5. Students previously enrolled in the district will complete an ANNUAL UPDATE when it opens on August 1, 2024.**