



## Licking Valley Local School District

### New Student Registration Instructions

Welcome to the Licking Valley Local School District! Please complete all instructions below. You will begin with the pre-registration for your student online using the [Registration Gateway](#).

#### Registration Gateway

1. Visit the Licking Valley website
2. Select *Families* from the *Menu* option
3. Select *New to Licking Valley- Register your new student here!*
4. You will be prompted to create a unique username and password. Please retain these credentials for future reference and updates.
5. You will need to provide detailed information for parents/guardians, the student, and additional emergency contacts.
6. **Schedule a mandatory, in-person Registration Appointment\***  
*\*Note- Only a parent or legal guardian may complete the enrollment process; students are not required to attend this appointment.*

Registration is not finalized until you attend your scheduled appointment with the District Registrar. Please bring the following original documents to your scheduled appointment:

#### Required Documentation

1. Proof of Identity: Student's Original birth certificate and a Parent/Guardian's valid Driver's License or State ID
2. Health Records: Up-to-date immunization records
3. Proof of Residency: Two (2) Current Utility Bills within 30 days of enrollment
4. Academic History: The most recent grade card
5. Special Services Documentation (if applicable): Current Evaluation Team Report (ETR), Individualized Education Plan (IEP), 504 Evaluation & Plan, English Language Learning (ELL) Plan, Written Education Plan (WEP), or Reading Improvement and Monitoring Plan (RIMP)
6. Legal Documentation (if applicable): Certified Court-Order custody documentation

Questions? Contact the District Office: (740) 763-3525