North Fork Local School District
New Student Enrollment Procedures

All students new to the North Fork Local School District must enroll through our online registration portal.

IMPORTANT: Enrollment is not considered complete until all required documents are received. Any student who has not completed registration **will not be officially enrolled** and **will not be placed on a class list or be permitted to attend classes in the fall.**

PLEASE NOTE: To **SAVE** the enrollment information you have entered and return at a later time to complete the application, follow these steps:

After logging in, select **MY STUDENT(S)**,
Select **Enrollment Forms (or Enrollment Uploads if you need to upload documents)**
Select your **Child's Name.**

Enrollment Checklist:

1 ☐ Gather required documents:

- ☐ Child's **Certified** Birth Certificate
- ☐ Up-to-date immunization records
- ☐ Valid ID of custodial parent/guardian
- ☐ Custody documents – if appl. (court stamped) (required by law)
- ☐ Copy of current IEP (if applicable)
- ☐ Proof of residency (utility bill, government mailing, rental/lease agreement, paystub)

Proof of Residency
-No trash bills or envelopes
-Must be current (30 days)
-Must be in custodial parent's name
-Must include date, name & address of recipient and sender

2 ☐ Enroll your student:

Please visit the North Fork Local School District website at https://www.northfork.k12.oh.us. Select **Enrollment,** then select **New Student Enrollment**. This link will take you to the **Parent Registration Portal**. Select **Parent/Guardian**, then select **Create Account** and create an account.

Once your account is created:

1. **Enter all of the student's registration information, then select Save and Submit.** Once you hit Save & Submit, you will receive a message asking if it is okay to send the form to the district. Answer yes. If you don't then receive a message that the form was submitted, look at the top of the form or the bottom of the form near the Save & Submit button for a list of errors (red font). Correct the errors and select Save & Submit again. The upload screen should appear. Upload the required documents to complete the registration process. You will receive confirmation of your submission via email.
2. **Upload all of the required documents.** (Registration is **NOT** complete until required documents are uploaded.) Uploads will not work if your pop-up blocker is turned on.

If you do not have access to a device or internet, you are welcome to bring your documents and stop by any of the buildings (regardless of which building your child will attend) for assistance.

Questions? Please contact:

Newton Elementary - 6645 Mount Vernon Road, Newark
(740) 745-5982 - sbixler@northfork.k12.oh.us

Utica Elementary - 367 Church Street, Utica
(740) 892-2551 - tpoole@northfork.k12.oh.us

Utica Middle School – 260 Jefferson Street, Utica
(740) 892-2691 - KNFirman@northfork.k12.oh.us

Utica High School – 260 Jefferson Street, Utica
(740) 892-2072 - mkwoodard@northfork.k12.oh.us