

New Student Registration. The online forms in Registration Gateway must be completed before you are able to schedule a registration appointment. We recommend using a laptop or computer to complete these forms.

Before you begin registering on Registration Gateway, have the following information ready:

- phone numbers and email addresses for work and home,
- student health information, ex: Doctors information, contact info.
- emergency contact information.

STEP 1 – LOG-IN - Create an account in 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.

STEP 2 - COMPLETE online registration.

STEP 3 - APPOINTMENT - Make a Registration appointment. After your forms and information are completed, the system will prompt you to schedule your registration appointment, (make sure all your pages are saved).

IMPORTANT INFORMATION! At your enrollment appointment, you will need a number of identification documents to complete the registration. Feel free to call our District Office at 740-967-6631 with any questions.

- Photo ID of Parent/Guardian enrolling student
- Original Birth Certificate
- Proof of Residency showing your name and property address in one of these forms:
 - mortgage statement
 - utility bills: gas/electric/water, showing service location.
 - lease
 - deed
 - property tax statement
 - notarized affidavit of residency (if you reside with someone in the district with no proof of address). This form can be found on our website, listed under “forms”.
- Immunization Requirements
- Current IEP Plan (if applicable).
- Current Documentation of Custody (if applicable).