

Licking Valley Schools Registration Gateway

Registration Gateway is the New Student Registration Portal for Licking Valley Schools. You must complete the entire registration process for your student to be enrolled. Go online to access our Registration Gateway by going to the Licking Valley web site and then selecting Quick Links and then New Student Registration/Back To School Portal.

If you have not already created an account, click on **Start**.

The screenshot shows the 'New Student Registration' page. At the top, it says 'New Student Registration'. Below that, there are two options: 'New to the site, please click "Start."' and 'Already have a login?'. There are two input fields for 'Username' and 'Password'. A 'Login Help' link is below the password field. A green 'Start' button is on the left, and a green 'Login' button is on the right. A red box highlights the 'Start' button. A red callout box points to the 'Login' button with the text: 'Login if you have already created an account. Go to page 5 to find out how to add additional students, edit student info, etc.'

Read the information, check the box that says *I'm ready to begin* and click **Save and Next**.

The screenshot shows the 'Registration Gateway Licking Valley Local Schools' page. The header is blue with the school name. Below the header is a blue circle with a white dog's head. The main content area is titled 'Before You Get Started' and contains a message to 'Dear Parent/Guardian:'. The message explains the registration process and asks the user to check the 'I'm ready to begin' box and click 'Save and Next'. On the left side, there are three buttons: 'Create or Edit My Account', 'Pre-Register', and 'Exit'. At the bottom, there is a 'Save and Next' button. A red box highlights the 'I'm ready to begin' checkbox and the 'Save and Next' button.

Enter the information requested to create your account and click **Save and Next**.

Create or Edit My Account

* = required field

Username*

Email address (needed if you forget your password)

Password*

Confirm Password*

Challenge Question (in case you forget password)*

Challenge Answer (ANSWER IS CASE SENSITIVE)*

Save and Next

Enter the Parent/Guardian information requested and click **Save and Next**. **IMPORTANT NOTE:** *If you do not have full or partial legal custody or are not a resident of the district, please log out and contact our District Office at 740-763-3525. We will advise you on how to proceed.*



Let's Get Started

* Parent/Guardian first name

* Parent/Guardian last name

* Please use upper & lower case when completing the online information i.e.: Bob Smith. Please do not use just upper or just lower case.

I acknowledge

* Do you have full or partial legal custody of the student you are registering?

Yes No

* Are you a resident of this district?

Yes No

Back

Save and Next

Answer the question regarding Free and Reduced Lunch and click **Save and Next**. If you would like to apply, click the link for the application (which will open in a new browser window) or go to [Free and Reduced Lunch direct link](#).



Free and Reduced Price Lunch

[If you choose to apply for Free and Reduced Price Lunch, click here for the application.](#)

* Would you like to apply for Free and Reduced Price Lunch?

Yes No

Back

Save and Next

Next, you will be asked to enter information regarding your child. Fill out all the information requested on each screen. Click **Save and Next** to go to the next page. You can return to the previous page by clicking the **Back** button.

Finally, you will be asked to schedule an appointment. **An appointment is required to complete the registration process.** A student will not be registered until all documentation has been submitted to the registrar. Select your appointment time from the dates / times available and click **Done**. You will be given the opportunity to review your scheduled appointment and registration checklist.

Schedule Appointment

Schedule only one appointment for your final registration. A parent/guardian who has scheduled an appointment will be seen as close to the scheduled appointment time as possible. You will be required to present all necessary documentation at your appointment or return with any missing information to complete your enrollment.

FName	LName	Appointment Type	Registration Center	Appointment Time
████	████	Registration - Central Enrollment	Central Enrollment ▼	6/6/2017 ▼ 9:30 AM ▼

* Required to be scheduled

Would you like to receive an email reminder?

(If your appointment is scheduled for today or tomorrow, you will not receive a reminder.)

No ▼

You can also request an appointment reminder.

Done

Existing Accounts

Once you have created an account and pre-registered your child, logging back into your account will allow you to:

- ✓ Pre-register additional students
- ✓ Edit student information
- ✓ Review the Registration Checklist
- ✓ View / Change / Delete your Appointment

Your Students

This page displays information on all of the primary guardian's students.

First Name	Last Name	Status		
██████	██████	Complete	Edit	Delete Student

[Add Student](#) [Family Review](#) [Checklist/Appointment](#)

Select to edit student information.

Select to delete the pre-registration for this student.

Select to pre-register another student.

Select to review all guardian / student info.

Select to view the Registration Checklist and/or view / change / delete your appointment.

Changing Your Appointment

Log in to your existing Parent/Guardian account. Click on *Checklist/Appointment* (see above). This will bring you to the *Final Checklist / Download PDF* page. Scroll down and click **Continue**.

Select your appointment from the dates / times available in the drop downs and click **Done**. Next, review your scheduled appointment. Make sure to review the *Registration Checklist*, and then click **Complete**. That's it!