



Licking Valley Local Schools

Registration Gateway

Online Registration

Registering your child is a 4-step process:

- Step 1:** Complete the online registration
- Step 2:** Schedule a registration appointment at the end of the online registration process
- Step 3:** Gather required documentation not uploaded during the registration process (see checklist below)
- Step 4:** Attend registration appointment with required documents

Registration:

Our Registration Gateway application provides parents with a paperless registration process. The student pre-registration should take approximately 15 minutes.

Some things you should know:

1. You will create a username and password. **Please keep this information to refer back to.**
2. You will be asked to complete information about the parent/guardian(s), the student, and about additional contacts in the event of emergencies when the parent/guardian(s) cannot be reached.
3. At any time you may "Save" the information and then go back to complete it at a later date, but the entire process must be completed before you will be able to schedule an appointment with our registrar and finalize your child's enrollment.
4. Only the parent or legal guardian of the child may complete the registration process. Children do not need to be present for the registration process.

Once you have completed the registration process online, you will need to bring the following required documents to your appointment with the registrar (If you did not upload them during the online registration):

1. Birth Certificate
2. Immunization Record
3. Two Documents showing proof of residency
4. Custody/Divorce Decree/Shared Parenting/Guardianship papers with court stamp and judge's signature
5. Parent/Guardian Photo Identification
6. Most recent grade card (for students enrolling in grades 9-12)

Back To School/Update Site

Our Back To School/Update Site allows parents to make changes to contact information such as phone numbers, email addresses, etc., eliminating the need to have to contact your child's school to let them know that a phone number has changed. At the beginning of each school year parents will be **required** to log into the Update Site (usernames will consist of StudentFirstNameStudentLastNameDateOfBirthMMDDYYYY and passwords will be the Student ID number) and complete required annual agreements.