Preschool and Kindergarten Registration Instructions:

CURRENT PRESCHOOL STUDENT RETURNING TO PRESCHOOL

* **If your child is currently in preschool in the Gallia County Local School District AND will be returning to preschool next school year, then you need to complete the following steps:**
* **1. Collect the following documents:**

Birth Certificate

Shot Record

Tax Return

Proof of Address

Custody Court Docs (If applicable)

\*\*ECE Form

\*\*ODE Medical Statement (Form filled out at the Well Check Appointment)

\*\*ODE Medication Form (If applicable)

\*\*Open Enrollment (If applicable)

\*\*The blank copies of these documents are on our website: <https://www.gallialocal.org/District/Links-Forms>   Your teachers may have given these forms to you already if your child is returning to PK next year. Or you can pick up a copy from your building secretary or from Penny at the GCLS Central Office.

* **2. If possible, scan these documents and save digital copies on your computer or device.** You can also take a picture of the documents with your phone--and if the documents are clear to read--you can save those items to your phone for upload.  Usually, when you take a picture, you have the option to share the picture via email.  If you share your pictures to your email address and can access your email on your phone, you can download these images as the documents you can upload. We understand that some of you may not have access to make digital copies of your documents.  If that is the case, you can bring them to your building secretary or the central office and we will help you with that step or upload them for you.
* **3. Complete the Enrollment Application at the following link:**

<https://meta.infinitecampus.org/campus/OLRLoginKiosk/galliaCounty?configGroupID=2>

Select start a new application.  When asked if the child previously attended the district SELECT "No".  (This is a processing issue.  If you select “yes”, you won't be able to complete the new application.)

* **4. Complete the Enrollment Application prior to April 22.**
* **5. You do not need to attend PK/KG Registration.**