Preschool and Kindergarten Registration Instructions:

NEW KINDERGARTEN STUDENT (NOT CURRENTLY ENROLLED)

* **If your child is registering to be enrolled in kindergarten in the Gallia County Local School District next school year, BUT IS NOT CURRENTLY ENROLLED AS A GCLS PRESCHOOL STUDENT, then you need to complete the following steps:**
* **1. Fill out the Kindergarten Pre-Registration Form online at the following link:** [**https://forms.gle/NEQfBZThNZ9rsoTS6**](https://forms.gle/NEQfBZThNZ9rsoTS6)
* **2. Contact the school secretary to schedule your Kindergarten Registration appointment.**

The dates/times of the Kindergarten Registration event are as follows:

Tuesday, April 26 Addaville Elementary 10 am to 6 pm

Wednesday, April 27 Hannan Trace 10 am to 6 pm

Thursday, April 28 Southwestern 10 am to 6 pm

Friday, April 29 Vinton 10 am to 6 pm

* **3. Collect the following documents:**

Birth Certificate

Shot Record (TB test required for K-12)

Proof of Address

Custody Court Docs (If applicable)

\*\*K-12 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>  Or you can pick up a copy from your building secretary or from Penny at the GCLS Central Office.

* **4. 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 registration appointment and we will help you with that step or upload them for you.
* **5. 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.)

* **6. Complete the Enrollment Application prior to April 22.**
* **7. Report to your scheduled KG Registration appointment.**