

GAHANNA-JEFFERSON PUBLIC SCHOOLS
Welcome Center at Clark Hall
380 Granville Road, Suite A
Gahanna, OH 43230
(614) 643-8300

How to Enroll New Students

Go to the district website: <http://gahannaschools.org>

Under Quick Links - click on Welcome Center
Under New Student Enrollment - click Online Entry - START

Select the Gahanna-Jefferson Public Schools Database
Choose Register New Account
Enter information, create your unique Login ID and Password, and click Submit
Click on New Application
Select 2017-18 School Year
Click on Show all Sections
Fill out the entire form - any field with a red * is required.

*If you are enrolling a Kindergartener for the 2017-18 School Year,
please select Pre-Registered Kindergarten as the student's grade.*

Please note - Additional contacts can be added once the entire form is filled out and saved.
(BUT NOT SUBMITTED - Once you click on I Agree and Submit,
you will not be able to make any changes to your form.)

Once all of your information is complete, and all contacts have been added,
click on I agree and Submit.

To add additional students, click on the Home Button (upper right hand corner).
Click on Copy Information
Continue to fill out the form for each student.

Once all students have been entered and submitted,
Go to this website:<https://calendly.com/gipswelcomecenter/registrationappointment2017-18>
to make an appointment to complete the enrollment process.

You must bring the items required for enrollment with you to this appointment:

- Parent/Guardian Photo ID
- Birth Certificate
- Custody Documentation (if applicable)
- Residency Verification
- Immunization Record

Please refer to the website or the *Items Required for Enrollment* Download
at the bottom of the enrollment form for acceptable documentation.

If your student has an IEP, 504, or WEP, please bring the documents with you.

Revised 1/2017