

GAHANNA-JEFFERSON PUBLIC SCHOOLS
The Welcome Center at Clark Hall
380 Granville Road, Suite A
Gahanna, OH 43230
(614) 643-8300 Fax (614) 416-9694

HOW TO ENROLL NEW STUDENTS

1. Go to the district website <http://gahannaschools.org>
2. Choose *Families*
3. Choose *Welcome Center*
4. Scroll down to the picture of Clark Hall and choose *Online Entry Start*
5. Choose *Register New Account*
6. Enter the information and create your unique Login ID and Password **(This is NOT Home Access. Home Access passwords will NOT work with this link.)** Click Submit
7. Click on New Application
8. Select 2018-2019 School Year
9. Click on Show All sections. Fill out the entire form –any field with a **red *** is required.
10. Once all of your information is complete, and all contacts have been added, click on I Agree and Submit. **Guardians must be added to contact information. Emergency contacts will be added by the schools after enrollment is complete.**

Once you click on **I Agree and Submit**, you will not be able to make any changes to your form. When you meet with the Welcome Center, mistakes can be corrected.

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 students.

Once all students have been entered and submitted, go to this website:
to make an appointment to complete the enrollment process.

<http://calendly.com/2018-19-k-12-registration/2018-19-k-12-registration>

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

1. Guardian ID
2. Student's Birth Certificate
3. Complete Signed Copy of your lease or current mortgage statement (in guardian's name)
4. Gas or electric bill or renter's insurance/home owner's insurance (in guardian's name)
5. Custody Documentation (if applicable)

If your student has an IEP, 504, or WEP, please bring these documents with you. If your student was born out of the USA or has been out of the USA for more than 90 days, your student will need proof of a TB test completed in the USA.

Unofficial Transcripts are required for transferring 9th, 10th, 11th, and 12th Graders.