

ST. CLAIRSVILLE-RICHLAND CITY SCHOOL DISTRICT

108 Woodrow Avenue, St. Clairsville, Ohio 43950 • Phone: (740) 695-1624 • Fax: (740) 695-1627 • Website: stcschools.com

SUPERINTENDENT'S OFFICE

Dr. Walter Skaggs, Superintendent
Christina Laudermit, Asst. Superintendent/Dir of Curriculum
Amber Shepherd-Smith, Director of Special Education
Jim Yates, Director of Technology
Sharon Harrison, Executive Administrative Assistant
Darlene Graham, EMIS Coordinator
Tammy Ellis-Kopyar, District Registrar/Administrative Assistant

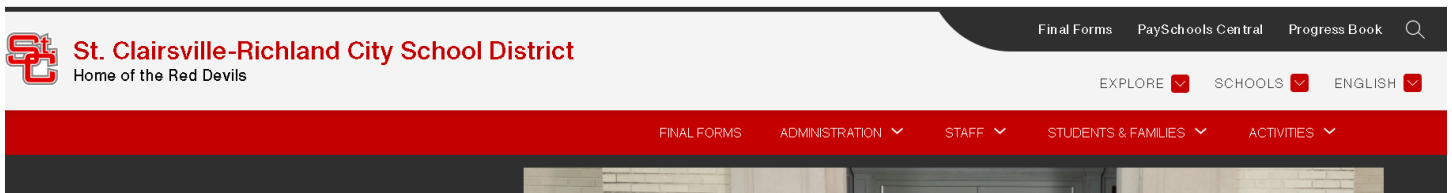


TREASURER'S OFFICE

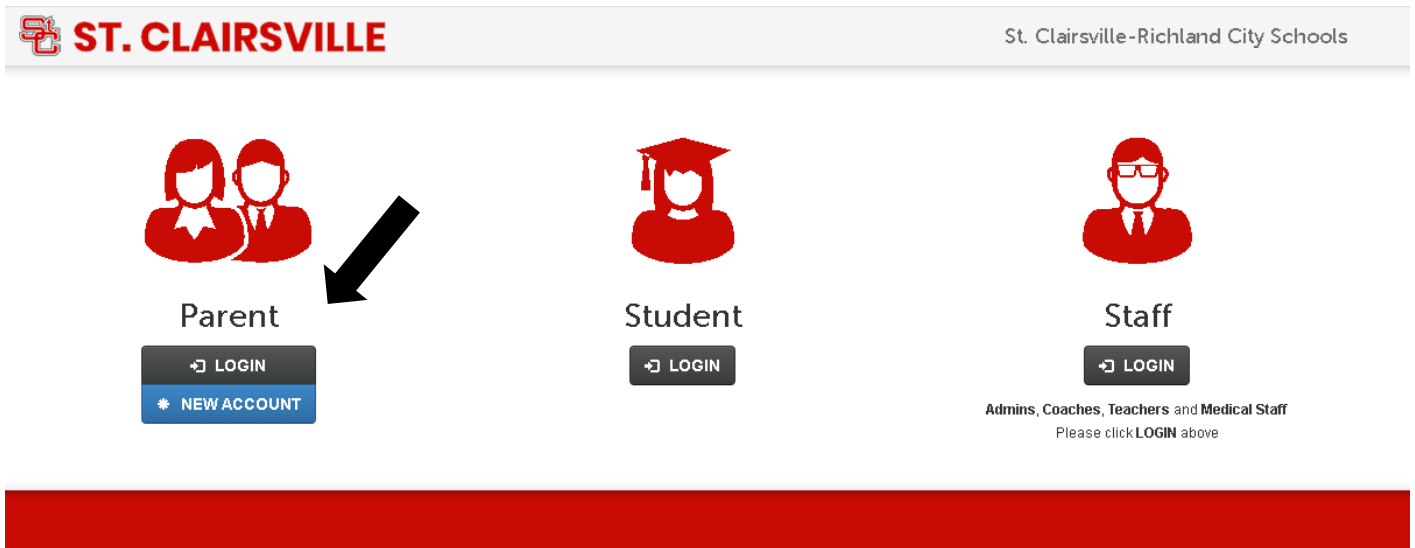
Amy Porter, Treasurer/CFO
Betty Milhoan, Assistant to the Treasurer
Valerie Lachendro, Assistant to the Treasurer
Treasurer's Office Fax: 740-695-5805

Registration Process for the 2023-2024 School Year

- Please go to stcschools.com and click on the link for Final Forms.



- Create a parent account in Final Forms if you don't already have an account from another student.



"Preparing Today's Students for Tomorrow's Challenges"

- After creating your parent account, click to switch the registration year to 2023-2024, as seen below. On June 1st, Final forms will automatically enroll in the 2023-2024 school year, and you will not have to do this step.

The screenshot shows the top navigation bar with the St. Clairsville logo on the left and 'My Students' and 'Dar Graham Parent' on the right. A large blue button in the center reads 'CLICK TO SWITCH TO 2023-24 REGISTRATION' with a subtext 'And for more information on 2023-24'. Below this is the 'My Students' section with a sub-header 'MANAGE YOUR STUDENTS WITHIN THE SYSTEM.' and two buttons: 'Add Student' and 'Instructions'. A table below has columns for Status, Name, Grade, Sports/Activities, and Actions, with the text 'No registered students yet...' below it.

- Confirm you are in the correct school year and add a student.

The screenshot shows the same dashboard as above, but with a yellow banner in the center that reads '2023-24 REGISTRATION' and 'You are currently registering for next school year. (That's fine, but click here if you'd like to return to the current school year)'. A black arrow points to the 'Add Student' button. The rest of the page layout is identical to the previous screenshot.

- Complete the form set in its entirety.
- You will receive an email upon completing the form set advising you to upload the required documents. You may upload any of the required documents below digitally.
 - LABEL your document appropriately before or after upload.
 - UPLOAD DOCs, PDFs, and IMAGEs (JPG or PNG) only, please!
 - If taking a picture, ENSURE the image is clear and well-lit

Required Documents

- Child's Birth Certificate or Passport
- Parent/Guardian Driver's License or State Issued ID Card
- Student's Immunization Records or a [State of Ohio Immunization Exemption](#)
- Proof of Residency - [Residency Affidavit](#)
 - Home Owner – Utility Bill, Tax Bill, Mortgage Coupon, Insurance Statement, Declaration Pay Check Stub, Bank Statement, Signed Purchase Agreement with Occupancy Date
 - Tenant - Signed Lease Agreement with Property Owner
Only legal residents of the district may enroll. Misrepresentation may result in prosecution.

Special Situations

- Custody Decree - (if applicable) Complete, current legal documentation must be presented at the time of registration. Notify the registrar of any future revisions.
- Guardianship - (if applicable) Complete, current legal court documents must be presented at the time of registration.
- Special Education Paperwork - (if applicable) The current ETR/MFE and IEP for students with disabilities, the current Section 504 Accommodation Plan, or Gifted Identification information must be presented at the time of registration, if applicable. An official request will be made to the previous school for these documents as appropriate; however, having the documents upfront facilitates a smoother transition.

Kindergarten Only

- [Physical Examination Form](#)
- [Oral Assessment Form](#)