

**CIRCLEVILLE CITY SCHOOLS
NEW STUDENT REGISTRATION**

Registration for **NEW** students who will be attending Circleville City Schools need to register at the Circleville District Office. The office is located at 388 Clark Drive.

Registration is by **APPOINTMENT ONLY**. Office hours for registration is as follows:

Monday – Friday 8:00 a.m. – 2:00 p.m.

Please contact Bobbi McConnaughey at 474-4340 ext. 1301 to schedule an appointment.

Parents need to bring the following documents with them to register:

1. Certified copy of Birth Certificate
2. Immunization Records
3. Social Security Card (name on card must match name on birth certificate)
4. Parent Identification
5. Copy of Custody Order, if parents are divorced or legally separated
6. Proof of Residency in one of these forms: signed rental agreement, rent receipt with current name and address, mortgage coupon with current address listed, property tax statement, or two current utility bills with name and address listed.