

ONLINE REGISTRATION

WELCOME TO PARMA CITY SCHOOLS

Register today!

- ✓ Visit parmacityschools.org, scroll to the bottom of the homepage and then click on the "Student Registration" button
- ✓ Select "New Student Registration"
- ✓ Enter your email address and a password to create a new account
- ✓ Follow the steps below to complete your online registration

1 Be sure to have the required documents:

- Student's birth certificate
- Student's immunization record
- Two documents proving residency (must not be older than 60 days):
Electric, gas, water, sewer, cable/internet, monthly mortgage statement, or lease or bank statement.
- Parent/guardian Photo ID
- Custody Papers (if applicable)
- Individualized Education Program (IEP) or Evaluation Team Report (ETR) or 504 (If applicable)

2 Enter the student's name and birth date.

3 Follow the instructions and begin filling out the online form.

Please note: all fields marked "required" throughout the form must be filled in to complete registration. Use the menu on the left side of the screen to move between the different sections of the form.

4 Read through the agreements,

select "I agree" for each agreement to move forward.

5 Upload each required document

(a scanned copy or a picture of each document). Once you have uploaded all the required documents in the correct place, click "next" at the bottom of the page.

6 Complete the electronic signature,

confirming the information you have submitted is accurate. Click "next" to review the entire form. Any required fields that you have not completed will be displayed here. Click "edit" to complete any missed field. Press the submit button to complete the registration. A submission confirmation page will appear. From this page, you can begin to register another student. Please note: a separate registration is required for each student.

NEED HELP?

Don't have access to technology?
Come to PCSD Central Office
5311 Longwood Avenue
Parma, Ohio 44134
to complete your registration at one of our kiosks.