

CENTRAL REGISTRATION PROCEDURE FOR CORINTH CSD



Our district is moving to a **Central Registration** process. Families wishing to enroll in our district will need to complete the following steps:

1) Parents will obtain registration packet from the respective main offices where their child/children will attend. If your child is in grades K-4, you can pick up the packet at the elementary school main office. If your child is in grades 5-8, you can pick up the packet at the middle school office. If your child is in grades 9-12, you can pick up the packet at the high school main office. Parents may also download the packet online at <http://www.corinthcsd.com/data> .

2) Parents complete the packet as soon as possible making sure there are at least 2 proofs of residency. Between the hours of **1pm-3pm**, parent will need to drop off the packet to Amie Cole, our Registrar, for review. Amie Cole's office is right next to the Nurse's office in the Middle School. Packets can only be accepted at those times. If you need assistance at other times, please call to make an appointment with Amie Cole at 654-9005 X 3400.

3) After meeting with the Registrar, parents will be contacted by the school building where the child will attend. It is at this time that the student's teacher is assigned and a schedule is created. Parents and students at secondary levels will be contacted by the appropriate school's guidance secretary to schedule an appointment with a counselor. The Transportation Department will notify all parents of busing schedules.

This new process will begin September 15, 2008.