

Barnesville Exempted Village School District offers online, Centralized Registration. If you have a valid email address, please follow the steps below:

Step 1: To enroll your child, please [click here](#) to create an account and to complete the online registration forms.

Step 2: Bring the following required documentation to the Administration Office.

- Child's birth certificate or comparable document
- Child's immunization records
- Withdrawal Papers and last report card or transcript from prior school
- Child's IEP, ETR, or 504 Plan if applicable
- Parent/Guardian driver's license or state-issued photo identification
- Proof of Residency – Utility bill, rent receipt, mortgage papers, property tax bill, deed, etc. If subleasing or sharing a residence, a residency affidavit is required.
- Proof of Custody – a certified copy of any applicable order or decree, or modification of such an order or decree, allocating parental rights and responsibilities for the care of a child and designating a residential parent and legal custodian of the child; a copy of a power of attorney or caretaker authorization affidavit, if either has been executed in accordance with Ohio's Grandparent Caretaker law

Registration Office Hours Monday through Friday 8:00-3:00

Lisa Lucas – Central Registrar

740-425-3615 Ext. 3023

lisa.lucas@bevsvd.org

Step 3: Once all required documents are received and your child is approved for enrollment, do the following:

- Click on "View Online Forms" to view the forms that need completed.
- Click on each form and fill out the required information.
- Once complete, Submit Online Form by clicking "Save and Submit to the District."
- Complete forms for each child by navigating between students using the drop-down box on the right-hand side. Note: The form status for each form listed is "New/Not Yet Started." This status will change to "Submitted" status when each form is completed.
- Once all forms are complete, Log Out of the system by clicking on the "Log Out" button on the top right side of the page.