

attend the registration appointment with their proper identification.

RETURNING STUDENTS

- x NO Parent Portal account create one [here](#) [you need students last 4 digits of the SSN and birthdate].
 1. Login, click 'More', click 'Online Registration'
 2. Click 'Existing Student Registration'
 3. Click 'Begin Registration'
 4. Follow the prompts and answer ALL questions
- x HAVE Parent Portal account: login [here](#) and follow the same instructions above
- x Required Documents:
 - o Legal guardian photo ID
 - o Proof of residence

RCSS TRANSFER STUDENTS

- x Follow the information for Returning Students above
- x Required Documents:
 - o Legal guardian photo ID
 - o Last report card or withdrawal form
 - o Proof of residence

NEW TO RICHMOND COUNTY **IMPORTANT Write down your Application Number****

- x Register your child at [Registration Central](#) and follow the prompts; answer ALL questions
- x Required Documents:
 - o Legal guardian photo ID
 - o Last report card or withdrawal form
 - o Social Security Card
 - o Official copy of birth certificate
 - o Completed Eye, Ear and Dental Form (form 3300)
 - o Completed Immunization Form (form 3231)
 - o Proof of residence

