



2021-2022 REGISTRATION PROCESS

Please follow steps below to complete registration:

1. Go to Richlandone.org homepage
2. Click on New Student Registration – open a window and 2021-2022 New Student Registration
3. Create an account Or Log In
 - a. New Student – create an account
 - b. New Student have siblings that attend a Richland One school log into your account and select Add a new student
4. Complete the online registration process and click submit
 - a. Required Documents Needed for registration
 - i. Birth Certificate
 - ii. Immunization Record
 - iii. Two Proofs of Residency in parents name at SFES zoned address (within 30 Days)
 1. Lease or Mortgage Statement
 2. Water, Cable, Electric Bill
 3. Shared Housing Affidavit – if living with someone and residence is not in parents name (see front office for affidavit)
 - v. Home Language Survey
 - b. These documents can be provided one of two ways
 - i. Can be uploaded at time of online registration process
 - ii. Can be brought to the front office
 - c. Home Language Survey can be completed via online registration or in front office
 - d. Once Online Registration Completed and all required documents received the following will take place
 - i. Student will be loaded into database system and assigned a teacher
 - ii. Student/Parents/Guardians will receive a teacher assignment in the mail in August (date not established)

*****Highly suggest to sign up for E-News via sfpto.org, on right hand side of the main page*****