



MARTINS FERRY CITY SCHOOL DISTRICT  
CENTRAL REGISTRATION OFFICE  
5001 AYERS LIMESTONE ROAD  
MARTINS FERRY, OH 43935  
PHONE: 740-633-1732 ext 3  
FAX: 740-633-5666

Central Registration hours are:  
Monday – Thursday  
8:00 am – 10:00 am  
At The Superintendent 's Office

**Welcome to the**

**MARTINS FERRY CITY SCHOOL DISTRICT!**

For you convenience and to minimize waiting time, a parent/guardian should contact the district registrar (EMIS COORDINATOR) Carol Burda to schedule an appointment for enrollment at 740-633-1732 ext 3.

In addition to the completed registration forms, the following documents are required for Enrollment in Martins Ferry City Schools:

- **Original Birth Certificate** (must include mother's maiden name)
- **Original Social Security Card** (student's)
- **Immunization/Health Records**
- **Custody/Court Papers** (if applicable)
- **Parent/Guardian Identification** (driver's license)
- **Transcript** (grade 9-12 only)
- **Previous School Information** (address, phone, fax)
- **Proof of Residency** (utility bill, rent receipt, etc.)

Homeroom assignments, scheduling, fees, classroom supplies, and transportation information will be provided by the assigned school building. You may also be required to complete additional building level forms.

If your child has any medical issues that staff should be aware of, please contact the district nurse prior to the start of school.