

To **Register for PSR** go to the St. Joseph Parish Website: <https://saintjosephcircleville.com/>

Go to the **EDUCATION** tab located on far-right side of screen and select Parish School of Religion on drop down.

Click on link **My Own Church Registration**

You will need to log in (if forget login or password follow directions to reset) **OR** if new you will need to create a log in. Once log in is created you will get an email once you have been approved. This is for safety reasons of our parish data system. Once you get email you can finish registration process.

Once logged in you will be on the HOME page. Click the link on the left side of screen **My Own Church**.

Click on the **My Education** tab and there will be a link on the blue bar **Online Registration**

This takes you to registration.

Step 1 – Will show current Family details. Make sure this is correct. If anything needs changed go to the update link.

Step 2 – select the correct term – 2021-2022

Step 3 – add student

Select student from drop down

Select grade from drop down

Provide any special needs or medical information.

Then select class preference. There is the option to do online home school lessons.

Hit save student. This will take you back to the page with the steps again. Go to step 3 and add next student.

Once all students are entered hit submit registration. Close that window and go back to the Church website and Print and fill out forms needed from documents listed on the PSR Education tab.

Please print forms, sign and return with PSR fees payment.

- Novel Coronavirus Acknowledgement & Waiver
- Personally Identifiable Information Release Form
- Harassment Policy Verification Form

Return forms and payment to: Vanessa Butterbaugh
St. Joseph Church
PO Box 40
Circleville, OH 43113

Any questions, please feel free to contact me at 740-477-2549 ext. 309, my cell at 740-974-3735 or email me at vbutterbaugh@saintjosephcircleville.com.