



Dover City Schools

219 West Sixth Street
Dover, Ohio 44622

DISTRICT STAFF

SUPERINTENDENT
Carla Birney
330-364-1906

TREASURER
Kathryn Brugger
330-364-7106

ASSISTANT SUPERINTENDENT
Karie McCrate
330-364-1906

DIRECTOR OF STUDENT SERVICES
Gina Franks
330-364-7124

CURRICULUM COORDINATOR
Tennille Williams
330-364-1906

MAINTENANCE / SUPERVISOR
Colin Eichel
330-364-7109

District Fax 330-343-7070

SCHOOLS

DOVER HIGH SCHOOL
520 North Walnut Street
PRINCIPAL
Brooke Grafe
330-364-7148

ASSISTANT PRINCIPAL
Scott Ayers
330-364-7147

ATHLETIC DIRECTOR
Tim McCrate
Athletic Director
330-364-7143

DOVER MIDDLE SCHOOL
2131 North Wooster Ave
PRINCIPAL
Jack Edwards
330-364-7121

ASSISTANT PRINCIPAL
Kurt Reveal
330-364-7121

DOVER AVENUE ELEMENTARY
125 West 13th Street
PRINCIPAL
Reneé Sattler
330-364-7117

EAST ELEMENTARY
325 Betscher Avenue
PRINCIPAL
Zach Zesiger
330-364-7114

SOUTH ELEMENTARY
280 East Shafer Avenue
PRINCIPAL
Tracie Murphy
330-364-7111

We are pleased to welcome you to Dover City Schools. The following procedures need to be followed prior to the student's first day.

REQUIRED FORMS TO BE ON FILE WITH THE SCHOOL OFFICE:

- Student's Birth Certificate
- Student's Immunization Records
- Proof of Residency (Current utility bill, signed rental or purchase/lease agreement with name and address, notarized letter from relative with proof of their residence.)
- Custody papers (If divorced from the other parent. Must be signed by a Judge and court stamped.)
- Release of Records Request form

ONLINE ENROLLMENT INSTRUCTIONS

Follow these steps to complete the enrollment application:

Go to www.dovertornadoes.com

Click on the **Parent Resources** tab located at the top of the web page.

Click on [Parent Portal](#)

[Dover OneView Portal](#) will appear.

IF THIS IS YOUR FIRST CHILD TO BE ENROLLED IN DOVER CITY SCHOOLS

- Click "Create a New Account."
- Register as a prospective parent with the district by providing your name, email address, and contact phone number.
- Registration Status should be **"I am here to enroll a new student in the district."**
- Create "Account Access Information" with an account login ID, new password, and a Pin Code. The Parent Login ID, Password, and PIN Code is used for verification and can be anything the parent(s) want it to be. This will be unique and Dover Schools does not create the account.
- Click "Register & Begin" to get started.
- A confirmation email will then be sent to the parent once the account is created.
- The system will direct you to the Enroll a student at Dover Schools dashboard.
- Click on "Enroll New Student(s)" **blue** tab
- Enroll your child and choose the Enrollment Type **"Regular Enrollment."**
- Complete all required information and submit.

IF YOU ALREADY HAVE A CHILD ENROLLED IN DOVER CITY SCHOOLS

- Log into system with the Username and Password that you previously set up.
- If you have forgotten your login information, click on "Forgot Credentials." You will be directed to the retrieval page to obtain your Username and Password.
- If further assistance is required, you can contact the Administration Office, 330-364-7104, for assistance retrieving your login information.
- Once logged into your account, choose "Enroll New Student(s)."
- Click the **blue** button to begin **Enroll a New Student.**
- Enroll your child and choose the Enrollment Type **"Regular Enrollment."**
- Complete all required information and submit.

A Distinguished History and a Dynamic Future