



## Diamond R-IV School District

Dr. Keith White, Superintendent  
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Mrs. Cindy Sprague  
Curriculum Director  
Diamond Central Office  
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Mr. Chris Nelson  
Technology Director  
Diamond Central Office  
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Mr. Ron Gray  
Maintenance/Transportation Director  
Diamond Central Office  
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Dr. Laura Weaver  
Special Services Director  
Diamond Central Office  
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Mr. Anthony Ficken  
Principal  
Diamond High School  
417-325-5188

Mr. Mac Whitehead  
Principal  
Diamond Middle School  
417-325-5336

Dr. Lisa Northup  
Principal  
Diamond Elementary School  
417-325-5189

Mr. Eric Henningsen  
Dean of Students  
K-12 Assistant Principal  
417-325-5186

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### New Student Registration Process – For ALL new PK-12<sup>th</sup> grade students

1. Complete the Request for New Student Registration Form at <https://ecollect.accelaschool.com/diamondschools>.  
All students who did not attend Diamond last year will need to complete the form to begin the enrollment process. If you completed Pre-K screening in the spring of 2022, you do not need to complete this form.
2. Once the above form is processed by the Registrar, the parent/guardian will receive instructions, by email, for completing the online Student Registration Forms. You will be prompted to set up your Parent Portal account in PowerSchool. Once you are logged in there will be a tab on the left side of the page. You will need to click on that and complete all of the forms.
3. The following documents are required before your child can begin school. You can upload the documents to PowerSchool, email the documents to [ktranseau@diamondwildcats.org](mailto:ktranseau@diamondwildcats.org) or you can bring the documents to Central Office and we can make a copy. We will need the following documents:
  - a. Birth Certificate
  - b. Immunization Records
  - c. Proof of residence - Utility Bill (water/electric/cable/gas bill, mortgage statement or lease) with the parent/guardian's name and address within our district
  - d. Social Security Card

Once all of the above steps have been completed, you will receive a phone call regarding completion of enrollment into our district.

If you have any questions or concerns, please contact Krystle Transeau at [ktranseau@diamondwildcats.org](mailto:ktranseau@diamondwildcats.org) or (417)325-5186 ext 4008.

### Returning Student Registration Process – For ALL PK-12<sup>th</sup> grade students

Returning Student registration is now open for the 2022-2023 school year! All forms in PowerSchool will need to be updated prior to the beginning of the school year. If you completed Pre-K Screening in the Spring of 2022, you will need to update the forms.

Please visit [diamondwildcats.powerschool.com](https://diamondwildcats.powerschool.com) to complete the forms. If you need your username/password or if you have any questions please contact Krystle Transeau at [ktranseau@diamondwildcats.org](mailto:ktranseau@diamondwildcats.org) or (417)325-5186 ext. 4008.