

**Email Instructions**

1) Send an email to [registration@richland2.org](mailto:registration@richland2.org) explaining the following:

- Parent Name
- Parent Address
- Student(s) Name, grade and program(s) applying for

2) Provide proof of residence as an attachment:

- Current Lease (All pages) or Mortgage Statement in your name for the Richland Two address where you reside and current utility bill in your name also showing service to the Richland Two address where you reside