![Mayfield City Schools - EVERY STUDENT. EVERY DAY.]

ONLINE REGISTRATION FOR ENROLLING A <u>PRESCHOOL</u> or <u>KINDERGARTEN</u> STUDENT

Welcome to the Mayfield City Schools!

The first step to enroll a new student is to identify yourself as either a "New to Mayfield or an "Existing" family to the district. This document will give you step by step instructions. Please read the entire document and follow the instructions when creating your Online Student Registration or adding a new student through the Parent Portal.

**NOTE – this must be done on a computer or laptop. You cannot use any handheld devices.

1. To register a **NEW MAYFIELD RESIDENT STUDENT**, go to the Mayfield Schools website at www.mayfieldschools.org and hover your mouse on **QUICK LINKS** and click on "**ONLINE REGISTRATION**" to begin the process. Be sure to select the correct Registration Year you are enrolling for. If you need assistance, email: *registration@mayfieldschools.org*.

2. If you are registering a student and currently have an **<u>existing</u>** student in the district, please log on to the **Infinite Campus PARENT PORTAL and click on ANNUAL UPDATE OLR** at left of page**. Select "***Click here to go to New Student Registration***" and select the correct registration year. Enter your name and sign by dragging the mouse on the line. Click SUBMIT – then click BEGIN.** The process of going through each tab is for you to verify all information in our system is current. When you get to the Student tab, click **ADD NEW STUDENT**. If you need assistance with your portal login, email: *ichelp@mayfieldschools.org* **[Existing Families - Skip steps 5-9]**

3. This can be done from any computer with access to the internet. (Ex: home computer, library, friend/neighbor or family computer). Handheld devices cannot be used to register.

4. If you do not have access to a computer, Mayfield City Schools will provide a KIOSK with computer and scanner located at the Board of Education on SOM Center Rd. Please call Laura Cantrell at 440.995.7243 to make an appointment to use the KIOSK. Please bring all information and documents along with you.

5. Enter the First Name, Last Name, Email Address and Verify Email Address of the person who will be **entering the registration data** (This must be a legal parent/guardian of the student that resides in the district).

6. **Be sure to select the correct Registration Year you are applying fo**r.

7. Check the "**I'm not a robot**" box and select the appropriate pictures asked for and click OK.

8. Click the **Begin Registration** button. An email will be sent to the entered email address with a link to begin.

9. Open your email from donotreply@mayfieldschools.org. Read the instructions to gather required documents needed to complete the application.

10. Important documents are **required** to be scanned and saved to your computer to upload in order to complete the application. These documents include:
    a. Photo ID of parent/guardian (driver's license, passport)
    b. Original legal guardianship and/or custody papers (if applicable)
    c. TWO Proofs of Residency
        i. Mortgage bill, tax bill, purchase agreement OR current signed rental/lease agreement with beginning & end date and listing all occupants
        ii. Current utility bill [gas, electric, water or sewer], pay stub or bank statement
    d. IF living with a relative or friend, a residency affidavit must be signed and notarized along with 2 proofs of owner's residency
    e. Immunization Records
    f. Student Health/Medication information (all medications require an authorization form completed by the parent & health care provider). This form can be found on our website under Families > Health Care Services
    g. Child's Birth Certificate (If not in English, must provide a translated <u>certified</u> copy)
    h. If your student is coming from another school, an Authorization for Release of School Records must be uploaded or presented to the Board of Education before your child can be enrolled
    i. Emergency contact phone numbers (must have 2 contacts other than the parents/guardians) **[Existing Families - Skip steps 11-15 as you should have already done these steps]**

11. Click on the provided link at the bottom of the email to begin the registration application.

12. Verify you have all the information needed and click **BEGIN.**

13. Type your name in the box and sign your name on the line (drag mouse), then click **SUBMIT.**

14. We recommend the latest web browser, or try a different browser if you experience any difficulty. This <u>cannot</u> be done using any handheld device (no phone/tablet).

15. Click **BEGIN**

16. All required fields with a red asterisk ***** must be completed for each section and each section must be done in order.

ONLINE REGISTRATION FOR ENROLLING A <u>PRESCHOOL</u> or <u>KINDERGARTEN</u> STUDENT

17. HOUSEHOLD INFO
    a. Verify Home Phone and Contact Preferences (If there is no landline, please enter primary cell phone #).
    b. Household Status – select appropriate options (New or Existing)
    c. Upload required Utility Bill, Photo ID, Mortgage/Lease Agreement if New to the district.
    d. Enter Home Address – please make Heights as **Hts**, Village as **Vlg**, and Township as **Twp** (no periods or commas).
    e. Separate mailing address can be used if you have a PO Box.

18. PARENT/GUARDIAN INFO
    a. Please enter each parent/guardian's information. <mark>ALL guardians must be listed here</mark> regardless of housing.
    b. If there are court papers regarding any student in this application, it is required for the district to have a copy by hand delivering them to Pupil Services at the Board of Education, email to: registration@mayfieldschools.org, or fax to 440.995.7205. You will have **ONE WEEK** to provide this information from the date your application is submitted, otherwise your student will not be enrolled.

19. EMERGENCY CONTACTS
    a. It is required to have at least 2 emergency contact phone numbers and **<u>CANNOT</u>** be a parent/guardian. Address information is not required, but helpful.

20. STUDENT ENTRY
    a. Click **ADD NEW STUDENT**.
    b. Each tab must be done in order. Enter all required information. Please enter students LEGAL name as it appears on the Birth Certificate. If your student has two last names, please enter both in the box marked "last name" and enter <u>without</u> a dash in between.
    c. **Birth Certificate Requirement**: Select – "*YES – this is a New Mayfield Resident student*" – or Existing
        i. Upload the required Birth Certificate (If New Mayfield student)
    d. **Student Services**: If your child receives any special services (IEP, 504 or Gifted), it is required to provide documentation (either upload here or hand deliver to Pupil Services at the Board of Ed). Your student will NOT be enrolled until this documentation is received if applicable.
    e. **Previous School**: If the student is coming from a previous school, it is required to upload or provide to Pupil Services the Release of Records form **ASAP**. Click here for the form.
    f. **Relationships:** Be sure to select guardian if it legally applies. In order to receive important school information through mailings, email or phone, the Mailing/Portal/Messenger boxes must be checked.
    g. **Health Services**: Enter Primary Care/Dentist information. This is required for Pre-school students.
    h. Be sure to add any Medical or Medication information for each student. Medication forms are required and can be found here.
    i. **Immunizations**: The most <u>recent</u> immunization record <u>must</u> be on file for each Mayfield resident student. Select *"No, the school does not have the most recent immunizations"*. **7th & 12th graders have specific immunizations needed before the beginning of school. Please comply.**
        i. Upload the required Immunization record
    j. Acknowledge each **Release Agreement** and select appropriately.
    k. Sign the application to authenticate all the information is true.
    l. Enter the date you are submitting the application.
21. If you need to add another New student, click the ADD NEW STUDENT and continue with the same process.
22. Click **SUBMIT** in order to complete the application.
23. You will receive an email whether the application is on Hold, Denied, or Approved within 5-7 business days. Once approved and the student is enrolled in the system, the school will contact you with more information.
24. **[For New Mayfield Parents Only →]**IMPORTANT**** In the approval email, it will contain the <mark>**Activation Code for your IC Parent Portal Login**</mark>. **Please follow the instructions in the email to create your Parent Portal Login** to access your student's information and to keep all demographics and household information up to date. Once your new student has been enrolled, you will see their information on your Infinite Campus Parent Portal. For help with your IC login, email: ichelp@mayfieldschools.org
25. If you need further assistance, please contact Registrar, Laura Cantrell at 440.995.7243 (or email registration@mayfieldschools.org)
26. Click the link below to access the Online Registration
    https://mayfieldschools.infinitecampus.org/campus/OLRLogin/mayfield

Welcome to Mayfield City Schools!