

**ONLINE REGISTRATION FOR EXISTING FAMILIES ENROLLING A
NEW STUDENT IN MAYFIELD CITY SCHOOL DISTRICT**

These instructions are for an **EXISTING** Mayfield family enrolling a new student. If this does not define your status, please visit [Mayfield Schools Online Registration](#) to select your appropriate status.

- Log on to the **Infinite Campus PARENT PORTAL** and click on **MORE > ANNUAL UPDATE OLR**. The process of going through each tab is for you to verify all information in our system is current. If you need assistance with your portal login, email: ichelp@mayfieldschools.org
- Two options will appear: Existing Student Registration or **NEW Student Registration** – select New Student
- **Be sure to select the correct Registration Year you are applying for**
- Click the **Begin Registration** button
- Enter your first and last name as it appears, and enter an electronic signature
- Click **SUBMIT**
- Read the instructions and Click **BEGIN**
- Important documents are **required** to be scanned and saved to your computer to upload in order to complete the application. For an **existing** Mayfield family, these documents for the NEW student include:
 - Original Birth Certificate
 - Student Immunization sheet
 - Preschool Health Questionnaire (Preschool students only)
 - Medications if applicable
 - Release of Records form if coming from a previous school
 - Any SpecialEd documents (IEP, 504, etc)

HOUSEHOLD INFO

- Verify Home Phone and Contact Preferences
- Household Status – select **“I am already an EXISTING parent...”**
- Verify Home Address –If there is a new address, you must provide proof of new residency to the Board of Education Pupil Services Dept. You will have one week from date of registration to provide this information or your child will not be enrolled.

PARENT/GUARDIAN INFO

- Verify all Parent/Guardian Demographics and Contact information. **ALL** guardians with legal rights to the student and school information must be listed here.
- If there are any court approved signed custody papers regarding any student in this application, it is required for the district to have a copy by delivering them to the Board of Education, or email to: rbell@mayfieldschools.org or fax to 440.995.7205 before the student can be enrolled. You will have one week from date of registration to provide this information or your child will not be enrolled.
- **EMERGENCY CONTACTS**
 - It is required to have at least **TWO** emergency contact phone numbers and **cannot** be a parent/guardian already listed. Address & birthday information is not required, but helpful.

STUDENT ENTRY

- Student Information needs to be done in order. Verify all current student information.
- Click **ADD NEW STUDENT** to enter a newly enrolled student from your family.
- 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 without a dash in between.
- **Birth Certificate Requirement** - For each **CURRENT** student already enrolled select **“NO – this is an Existing student...”**. For any **NEW** student you are adding, select **“YES – this is a NEW Mayfield Resident Student”**.
 - Upload the required Birth Certificate for NEW Student
- For all new **Preschool students**, it is **required** to upload the **Health Questionnaire**.
- **Student Services:** If your NEW student receives any special services (IEP, 504, Gifted), it is required to provide documentation (either upload here or hand deliver to Pupil Services at the Board of Educ). Your new student will NOT be enrolled until this documentation is received if applicable.
- **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**. (Form found [here](#)).
- **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.
- **Health Services:** Enter Primary Care/Dentist information. This is **required** for Pre-school students.

ONLINE REGISTRATION FOR **EXISTING** FAMILIES ENROLLING A
NEW STUDENT IN MAYFIELD CITY SCHOOL DISTRICT

- Be sure to add any **Medical or Medication information** for each student. Medication forms are required and can be found [here](#).
- **Immunizations:** The most recent immunization record must 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.**
 - Upload the required Immunization record
- For High School students, answer if the new student has been accepted into the Mayfield Excel TECC program or the CEVEC program.
- Acknowledge each Release Agreement and select appropriately.
- Sign the application to authenticate all the information is true. (Click & Drag mouse)
- Enter the date you are submitting the application
- Click **SUBMIT** in order to complete the application.
- 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.
- Once your new student has been enrolled, you will see their information on your Infinite Campus Parent Portal. If you are applying for the next school year, the new student will not show until the first day of school.
- If you need further assistance, please contact our **Registrar at 440.995.7243** (or email rbell@mayfieldschools.org)
- Click the link below to access the Infinite Campus Parent Portal

[Infinite Campus Parent Portal Link](#)