

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

These instructions are for a NEW Mayfield Resident Student with no current students enrolled in the district. If this does not define your status, please visit [Mayfield Schools Online Registration](#) to select your appropriate status.

- Access the Mayfield website, and hover the mouse over **QUICK LINKS** to click on **Online Registration** (A link at the end of these instructions is also provided). Please note this cannot be done from a handheld device/tablet.
- 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 parent/guardian of the student that resides in the district).
- **Be sure to select the correct Registration Year you are applying for.**
- Check the “I’m not a robot” box and select the appropriate pictures asked for and click OK.
- Click the **Begin Registration** button. An email will be sent to the entered email address with a link to begin.
- Open your email from mayfield@mayfieldoh.mg.infnitecampus.org. Read the instructions to gather required documents needed to complete the application.
- Important documents are **required** to be scanned and saved to your computer to upload in order to complete the application. For a **NEW Mayfield Resident family**, these documents include:
 - Photo ID of parent/guardian (driver’s license, passport)
 - Original legal guardianship and/or custody papers (if applicable)
 - TWO Proofs of Residency
 - Mortgage bill, tax bill, purchase agreement OR current signed rental/lease agreement with beginning & end date and listing all occupants
 - Current utility bill [gas, electric, water or sewer], pay stub or bank statement
 - IF living with a relative or friend, a residency affidavit must be signed and notarized along with 2 proofs of owner’s residency
 - Immunization Records
 - 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 Services](#)**
 - Child’s Birth Certificate (If not in English, must provide a translated certified copy)
 - If you are registering a Preschool student, the Preschool Health Questionnaire must be completed and uploaded (to find form from our website > **Families > [Registration Office](#) > under [Preschool Forms](#)**)
 - 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 > **Families > [Registration Office](#) > under [Registration Forms](#)**
 - Emergency contact phone numbers (must have 2 contacts other than the parents/guardians)
- Click on the provided link at the bottom of the email to begin the registration application.
- Verify you have all the information needed and click **BEGIN**.
- Type your name in the box and sign your name on the line, then click **SUBMIT**.
- Once the application opens, in the upper right-hand corner you will see your **Application Number**. Write the number down, the school will need this number in case you need assistance. Application Number 21
- We recommend the latest web browser, or try a different browser if you experience any difficulty. We do not recommend using any handheld device (phone/tablet)
- Click **BEGIN**
- All required fields with a red asterisk * must be completed for each section and each section must be done in order.
- **HOUSEHOLD INFO**
 - Verify Home Phone and Contact Preferences (If there is no landline, please enter primary cell phone #).
 - Household Status – select “*I am NEW to the district and live WITHIN the Mayfield School boundaries...*”.
 - Upload **required** Utility Bill, Photo ID, Mortgage/Lease Agreement.
 - Enter Home Address – please make Heights as **Hts**, Village as **Vlg**, and Township as **Twp** (no periods or commas).
 - Separate mailing address can be used if you have a PO Box.
- **PARENT/GUARDIAN INFO**
 - Please enter each parent/guardian’s information. **ALL** guardians with legal rights to the student and school information must be listed here.
 - If there are legal documents 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: rbell@mayfieldschools.org, or fax to

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

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.

- EMERGENCY CONTACTS
 - It is **required** to have at least 2 emergency contact phone numbers and **CANNOT** be a parent/guardian. Address & Birthdate information is not required, but helpful.
- STUDENT ENTRY
 - Click **ADD NEW STUDENT**.
 - 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 without a dash in between.
 - **Birth Certificate Requirement:** Select – “**YES – this is a New Mayfield Resident student**”
 - Upload the **required** Birth Certificate
 - **Preschool Health Questionnaire** if applicable – Fill out [form](#) and save to upload here
 - **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 Educ). Your 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.
 - 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
 - If student is in High School, answer if they have been accepted into the Mayfield Excel TECC program or CEVEC, and if so, select that they are a Mayfield student.
 - Acknowledge each **Release Agreement** and select appropriately.
 - Sign the application to authenticate all the information is true. (Drag mouse)
 - Enter the date you are submitting the application.
- If you need to add another New student, click the ADD NEW STUDENT and continue with the same process.
- Click **SAVE AND CONTINUE**
- 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.
- ****IMPORTANT**** In the approval email, it will contain the **Activation Code for your IC Parent Portal Login**. **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
- 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 Online Registration
<https://mayfieldschools.infinitecampus.org/campus/OLRLogin/mayfield>

Welcome to

