Mayfield City Schools
Existing Parents/Students
Annual Update OLR
From old Blue Cards to **ANNUAL UPDATE Online Registration through the Parent Portal**
If you do not have access to a computer or a scanner (needed to upload required Immunization records), Mayfield City Schools has provided a KIOSK with computer and scanner located at the Board of Education on SOM Center Rd.

Please call Registration at 440-995-7243 to make an appointment to use the KIOSK.
If you need assistance with your Portal username and password, please email:  
ichelp@mayfieldschools.org

For help with the registration itself, contact Registration @ 440-995-7243 (rbell@mayfieldschools.org)
Log in to Infinite Campus
Parent/Student Portal
www.mayfieldschools.org

Once logged onto the Parent Portal, click on MORE, then click “Annual Update OLR”
**View students names.** Updates can only be made for the students with ‘YES’ in the “included in new App?”. The student must be a member of this particular household and you must have legal guardianship. If the “Reason for not included” seems incorrect, please contact Registration @ 440-995-7243.

If a student belongs to two separate households (in case of shared parenting), whichever legal guardian begins the annual update first will only be the one to see the student listed and able to complete the application.

For Annual Update, select EXISTING Student Registration and click START.
Write down the Application Number for any future reference. Type in your first and last name. Sign your name (drag mouse) on the line. Click SUBMIT.

Please read instructions – then click BEGIN.

EXISTING FAMILIES with current students in the Mayfield City Schools. If you already have an existing student in the Mayfield City Schools and are registering a new student, you must log on to the Infinite Campus Parent Portal and click on “Annual Update OR”. Confirm the information in the system and when you get to the STUDENT tab, click ADD NEW STUDENT.

Required documents to be scanned and uploaded for a new student to an existing family include:

- Original Birth Certificate
- Student Immunization Record
- Medical/Medication information if applicable
- Release of Records form if student is coming from a previous school
- Any legal guardian documentation if applicable

Click BEGIN to start the application process. After you enter a few details, you can click Save/Continue and come back to your application at another time by clicking on the link in your original email.
Be sure to select “I am already an EXISTING parent”
Information that is already in our system will load – please be patient as this may take a few seconds.

Each section must be done in order and is not possible to move to the next panel without using the Previous and Next buttons. Please be careful of spelling, capitalization and punctuation.

Click the EDIT/REVIEW to access the information for each person listed. If highlighted in yellow, you will not be able to proceed until you select Edit/Review and complete this section.
Please note: if there are court documents related to this parent and a student in this application, it is required for Mayfield City Schools to have a copy.

- Hand Deliver to the Board of Education / Pupil Services
- Email to: rbell@mayfieldschools.org
- Fax to: 440-995-7205

If this specific parent/guardian does NOT live at this address, UNCHECK the box and enter the information for their household in the next section.
Make sure to check the boxes for phone and email contact preferences.

**Description of Contact Preferences**

- **Emergency**: Marking this checkbox will use this method of contact for emergency messages.
- **Attendance**: Marking this checkbox will use this method of contact for attendance messages, such as those sent by the Attendance Dialer Wizard.
- **Behavior**: Marking this checkbox will use this method of contact for behavior messages, such as those sent by the Behavior Messenger Wizard.
- **General**: Marking this checkbox will use this method of contact for general school messages, such as those sent by the school or district.
- **Teacher**: Marking this checkbox will use this method of contact for teacher-sent messages, including messages regarding failing grades and missing assignments.

**Military Impact Aid**

Is either parent/guardian an active member in the Armed Forces, National Guard or Reserves?

Federal Impact Aid (FIA) Section 8003 Grant Information.

- **YES**: this individual is a member of the Armed Forces or National Guard.
- **NO**: this individual is not a member of the Armed Forces or National Guard.
2 Emergency Contacts are required!

This must be someone **OTHER** than the parent/guardian listed on the previous tab.
Only add a new student if they are a member of your household + you are the legal or temporary guardian, and if they are not currently registered at Mayfield.

If the student’s name is highlighted in yellow, click EDIT/REVIEW to complete the required information. You cannot submit application until a green checkmark is in the Completed column.
Select NO – if the school has this student’s Birth Certificate already on file, or if you are an existing Excel TECC or CEVEC student.

Read the question carefully. If they have a regular fixed nighttime residence, click NO.
If these are not checked, that person will not receive important school information through mailings, email or phone.

Description of Contact Preferences:

**Guardian** - Marking this checkbox will flag this person as legal guardian to the student.

**Mailing** - Marking this checkbox will flag this person to receive mailings for the student.

**Portal** - Marking this checkbox will flag this person as a portal account, and this person will be able to view student information within the portal for this student.

**Messenger** - Marking this checkbox will flag this person to receive messages from the District’s messenger system.

**Secondary Household** - Marking this checkbox will indicate that the student has a secondary household membership with this person.

**Contact Sequence** - Adding a sequence number on contacts will prompt district staff to contact these persons in the order that you specify. Parent/Guardians should start with a sequence of 1.

**No Relationship** - Marking this checkbox will indicate that this person does not have a relationship to the student. By checking this checkbox you are indicating that this person no longer has a relationship to the student. The relationship will be ended if one exists.
Doctors Name

Dentist Name

Enter any specifics here if you refuse consent

It is REQUIRED for preschool students to enter this information!

I grant permission for my child to be transferred to the hospital listed or any hospital reasonably accessible. This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery.

I refuse to grant consent. I do not give consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish the school authorities to take no action, or take action as written below:

Please be prepared to provide documentation directly to the school nurse regarding any and all health conditions/concerns and medications. You will be required to provide immunization documentation at your registration appointment.
If this is a High School student and they have been accepted into the Excel TECC program or to CEVEC, click YES – Accepted...

<table>
<thead>
<tr>
<th>Health Services - Immunizations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>According to the Ohio Department of Health, it is required for us to have the most recent immunization record on file for ALL Mayfield resident students within TWO weeks after the first day of attendance for the student. If the school does not have this required health document, please select NO and upload the record or deliver to the school ASAP:</strong></td>
</tr>
<tr>
<td>* All 7th graders must have 1 Meningitis and 1 Tdap shot by August 26th.</td>
</tr>
<tr>
<td>* All 12th graders must have 2 Meningitis shots by August 26th.</td>
</tr>
<tr>
<td>If you are registering for an Excel TECC or CEVEC student, an immunization record is not required. (select Yes)</td>
</tr>
<tr>
<td>Please answer below accordingly.</td>
</tr>
<tr>
<td>Yes - Mayfield Schools has the most recent immunization record on file - OR - Does not apply to Excel TECC or Ceviec students.</td>
</tr>
<tr>
<td>No - Mayfield Schools does NOT have the most recent immunization record on file. (Upload required for all New Mayfield District Resident students on next screen)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Excel TECC student</th>
</tr>
</thead>
<tbody>
<tr>
<td>If this is a High School student and they have been accepted into the Excel TECC program or to CEVEC, click YES – Accepted...</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Mayfield Student (Excel TECC or CEVEC Student)</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Has this student been accepted into the HIGH SCHOOL Excel TECC Program?</td>
</tr>
<tr>
<td>☐ Yes - Accepted into the Excel TECC program</td>
</tr>
<tr>
<td>☐ No - NOT an Excel TECC student</td>
</tr>
<tr>
<td>*Has this student been accepted into the CEVEC Program?</td>
</tr>
<tr>
<td>☐ Yes - Accepted into the CEVEC Program</td>
</tr>
<tr>
<td>☐ No - Not a CEVEC student</td>
</tr>
</tbody>
</table>
All Release Agreements must be granted or denied.

Please note, if you deny permission for a Student Google Apps for Education Account, it is required to complete a formal written request from the school office.

Media
- Yes - I grant permission for my child to participate in any public or school media publication.
- No - I do not grant permission for my child to participate in any public or school media publication.

Student Code of Conduct
I am aware that all school handbooks containing the Student Code of Conduct are located on the district website at Mayfield Schools Student Handbooks.
- * I have read and reviewed the code of conduct with my student.

Technology
As a parent or legal guardian, I grant permission for my child to access networked computer services according to District Policy 7540.2, which states the rules for communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.
- * Permission granted
- Permission denied

Student Email Accounts For Grades 3-12
As a parent or legal guardian, I understand that the school will have access to a Mayfield City Schools provided Google Apps for Education Account. I have reviewed the Google Account information, available on the district website at Mayfield Schools Google Account Information. I understand that my student will have the ability to collaborate with their teachers and peers via their Google Apps for Education account while doing so my student will be in compliance with District Policy 7540.03.

In order to deny permission for a student Google Apps for Education Account, you will be required to complete a formal written request in the main office of your student’s school.

If you deny your student permission, or at anytime their account has been revoked or suspended, your student will still be responsible for completing the assigned material via an alternative format as provided by the teacher.
- * I acknowledge this Google Apps for Education Policy of the Mayfield City Schools

Field Trips
My child has permission to participate in after school activities and/or school experiences outside the school building and grounds such as field trips. I understand that I will be informed in advance of the dates, times, and locations of any planned activity or field experience and that I may be required to complete permission forms for individual activities/trips during the school year.
- * Permission granted
- Permission denied

Please note: Students who participate in after school activities must be under the direct supervision of a Mayfield City Schools employee. Students are not permitted to remain at school after dismissal without supervision.

I certify my signature authenticates that the information provided in this document and registration packet is true and no information has been withheld, concealed, or misrepresented for the purpose of circumventing the school attendance laws of the State of Ohio in order to enroll the above named student in the Mayfield City School District.

Please sign on the line below*

Enter Date Application Completed 03/02/2018
Completed Information

• Verify all information is correct! (Spelling, phone numbers, etc)
• An Application Summary is available to download
• Once all information is correct and completed, click **SUBMIT**
• You will receive an email notification that your application was received.
• For changes to the Parent/Guardian or Student information during the school year, log on to the Parent Portal and make the necessary adjustments. Changes will not be visible until approved by Registration.

The Annual Update is required to be completed by the 1st day of school each year

If you need to update any information during the school year, login to the Parent Portal and click on your student, then click on either demographics, household or family members to make any changes. The changes will not show until they are approved by Registration.
Your child’s safety is of our utmost concern. Updating this information on a regular basis will ensure that we are able to contact you in the most efficient and timely manner if ever needed.

We appreciate your time and prompt attention to this important piece of your students’ education at Mayfield City Schools.

Contact ICHelp @ 440-995-6784 for assistance