

**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](https://www.mayfieldschools.org/registration) to select your appropriate status.

- Log on to the **Infinite Campus PARENT PORTAL** and click on **MORE > ANNUAL UPDATE/REGISTRATION**. 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
- Click **ANNUAL UPDATE** for current school year
- **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:
 - Parent Photo ID (driver's license or passport)
 - Child's Birth Certificate
 - Student Immunization Record
 - Preschool Health Questionnaire (Preschool students only)
 - Medications if applicable
 - Release of Records form if coming from a previous school
 - Any Special Ed or Gifted documents (IEP, 504, WAP, etc.)

HOUSEHOLD INFO

- Verify Home Phone and Contact Preferences
- Enter if you Rent or Own your home. A new Lease Agreement, along with 2nd proof of residency is **required** if current one on school file has expired.
- If you have moved, select the "The home address listed is no longer current" and provide the new address. Proof of new residency must be uploaded or the application will be put on HOLD.

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 divorce decree, shared parenting, custody/guardianship papers regarding any student in this application, you will be asked to upload them under the student section.

EMERGENCY CONTACTS

- It is required to have at least **ONE** emergency contact phone number 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.
- Your existing students will be highlighted in yellow. Click Edit/Review to complete for each student.
- 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.
- **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.
- Add any **Medical or Medication information** for each student. Medication forms are required and can be found [here](#).

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- **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
- 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 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](#)