



Mayfield Schools

Preschool & Kindergarten Online Registration

2024-2025



- 1) All registration is done online and must be done on a computer or laptop. Handheld devices are not recommended.
- 2) If you do not have access to a computer, contact our registrar at 440.995.7243 to make an appointment to use the KIOSK at the Board of Education. Bring all required documents with you (see below).
- 3) **PLEASE NOTE: Only the residential legal guardian** can register a new student and must show proof of residency in the Mayfield District.
- 4) Go to www.mayfieldschools.org
- 5) Select **MENU > Our Families and Community > Registration Office**
- 6) Select your **FAMILY TYPE**
 - **EXISTING FAMILY** – Families with existing student(s) currently enrolled in Mayfield and adding a new Preschool or Kindergarten student.
 - Collect all **required documents** to upload
 - From your parent portal, click on **MORE > Annual Update/Registration**
 - Be sure to select the correct registration and school year
 - ***Current Mayfield Preschool Parents*** - If your student is currently enrolled in the Mayfield Preschool program and will be entering Kindergarten at one of the Mayfield Elementary Schools in the next school year, you do **NOT** need to add them as a new student. They will automatically be enrolled into the appropriate school for kindergarten unless you inform us otherwise. You will be asked to complete the Annual Update in July.
 - **NEW FAMILY TO MAYFIELD** – New Mayfield residential parent/guardian registering student(s) for the first time (no students currently enrolled in the Mayfield district).
 - Collect all **required documents** to upload
 - Click **Register Now** button from the 'New Mayfield families' option from our website
 - Be sure to select the correct registration and school year

IMPORTANT Documents required for New Students (New and Existing Families)

- **Photo ID of parent/guardian (driver's license or passport)**
- **TWO Proofs of Residency**
 - Mortgage bill or current signed lease agreement with end date and listing occupants
 - Current utility bill [gas, electric, water or sewer], pay stub or bank account
- **Emergency Contact Phone Numbers at least 1 is required other than a parent or guardian (friend, neighbor, non-household family member)**
- **Child's Birth Certificate (if not in English, must provide a certified translated copy)**
- **Most Current Immunization Records**
- **Legal Documents (divorce decree, shared parenting, custody/guardianship papers - if applicable)**
- **Special Ed/Gifted Documents (IEP, 504, WEP, WAP - if applicable)**
- **Authorization for Release of School Records (if transferring from another school)**
- **Medical/Medications (if applicable)**
- **Preschool Health Questionnaire (Preschool students only)**

For assistance with your parent portal login, email ichelp@mayfieldschools.org.

For assistance with the Online Registration,
contact **Rachel Bell** at **440.995.7243**, or email rbell@mayfieldschools.org