

# 2025-2026 STEP BY STEP ONLINE REGISTRATION INSTRUCTIONS For NEW Mayfield Families

## How to access Online Registration

- Visit our Mayfield website ([www.mayfieldschools.org](http://www.mayfieldschools.org))
- Click on **MENU > Our Families and Community > REGISTRATION**
- Select the **NEW MAYFIELD FAMILIES** box
- Read instructions and scan/save all required documents
- Click the **REGISTER NOW** button
- Select the appropriate registration and school year applying for
- Enter your name and email
- Answer if any student has attended Mayfield City Schools in the past
- Check the box for "I'm not a robot"
- Click **BEGIN REGISTRATION**
- Parent will receive an email with a link to the official registration page
- Enter your name in provided box and click **SUBMIT**
- Read helpful **TIPS** for Online Registration
- Click **BEGIN**
- The following must be done in the order specified
- Click **NEXT** to proceed to the next set of questions
- Click **SAVE/CONTINUE** at the end of each section OR if you need to leave the application at any time

### ▼ Student(s) Primary Household

#### Primary phone

- Enter your Primary Household **Phone number**. IF you use your cell # as your home phone, enter that number here
- Select your **Contact Preferences** for this phone number (Emergency, General & Teacher are the most important to be checked).
- Click **NEXT**

#### Household Status

- Enter if you **Rent/Own** your current residence or select **OTHER** if a different situation
- IF you Rent > select if you rent **Month to Month or Annually**
- IF you Rent > enter your **Lease End Date** on your most current lease agreement
- IF you select **OTHER** > Enter a detailed description of your Household status in the box provided
- Do you own property outside the Mayfield School District?
- If you own property outside of the Mayfield School District, enter the address
- Click **NEXT**

#### Home Address

- Enter the primary residential address for the student
- Be sure to enter the information in the appropriate boxes and use the suggested abbreviations for the city. If your address pops up, you may select that address. Make sure it is the correct one.
- Please **do NOT** use ALL caps.

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- Click **NEXT**

## Household New/Within

- Please scan a photo ID, current Mortgage or Lease Agreement and a Utility bill, pay stub or bank statement to upload in this section.  
**If you use your phone to scan, please use the scan mode (do not just take screenshots).**

These How-To Videos Can Help:

Scanning with [iPhone](#)

Scanning with [Android](#)

## Mailing Address

- Select YES only if you have a separate Mailing Address such as a P.O. Box

Save/Continue

## Parent/Guardian

- Click Add New Parent/Guardian Button
- Please add the legal residential parent(s), or anyone that has a legal right to access educational records under the F.E.R.P.A. law here
- Click **NEXT**

## Demographics

- Enter the required fields (name, birthdate and gender)
- Check the box ONLY IF THE PERSON LISTED ON THAT PAGE currently lives at the address listed
- Click **NEXT**

## Contact Information

- Enter a cell phone and work phone number if applicable, as well as your primary email address.
- Do NOT enter the same address into the secondary email box. Once is enough.
- Select the Contact Preferences you would like to be notified on your phone and email by checking the boxes. Minimal recommendations are *Emergency, General and Teacher*
- Click **NEXT**

## Military Impact Aid

- Answer if this parent (name shown above) is an **active** member in any Military Service
- If **yes**, complete the questions listed

Save/Continue

- After you hit Save/Continue, it will take you back to the Main Parent/Guardian tab.
- If your name is highlighted in yellow, click on INCOMPLETE and enter the missing information.
- Once completed then click **SAVE/CONTINUE** and then **SAVE/CONTINUE AGAIN** to exit the main parent page.
- If your name is NOT highlighted in yellow, just click **SAVE/CONTINUE**

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### Emergency Contact

- Click the 'Add New Emergency Contact' button. At least one valid name and phone number must be entered. PLEASE DO NOT enter any parent or non-custodial parent in the Emergency Contact unless they do NOT have any legal right to access educational records.

#### Demographics

- Enter the First and Last Name of the emergency contact (and if they have a suffix – i.e. Jr, Sr), along with their birthdate and gender
- Click **NEXT**

#### Contact Information

- Enter the emergency contact's phone number (at least one phone # is required) and email is optional.
- Click **NEXT**

#### Verification

- PLEASE only check the box if this emergency contact currently LIVES within the household address listed – otherwise, leave unchecked
- To add another Emergency contact (maximum is 6), click ADD NEW EMERGENCY CONTACT button, otherwise,

Click

Save/Continue

then click SAVE/CONTINUE again

### Student

- Click the Add New Student button

#### Demographics

- Enter the students name EXACTLY as it appears on the Birth Certificate
- If there is no middle name, please check the box 'Has no middle name'
- Enter their Gender and Birth Date
- Verify the Birth COUNTRY is correct (defaulted to United States of America)
  - If Birth Country is NOT U.S.A., please enter the date student entered the U.S.A.
- Enter their Birth CITY and the enrollment grade they are entering
- Leave the **\*\*FOR OFFICE USE ONLY\*\*** BLANK – do not click on this box
- For students in grade 12, please enter their PERSONAL email address
- Click **NEXT**

#### Birth Certificate Upload

- Upload the students Birth Certificate and or Passport
- Click **NEXT**

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### Race Ethnicity

- Select Yes or No to the question if this student is Hispanic/Latino
- Select at least one race/ethnicity
- Click **NEXT**

### Housing

- Select if this student is currently experiencing hardship, or has a fixed, regular nighttime residence
- IF the student is experiencing hardship and does not have a permanent residence, please select from the temporary living arrangement options
- Click **NEXT**

### Student Services

- Answer Yes or No if your student has any special services (IEP, 504, ETR/MFE, Gifted (WEP)
- IF yes to any of the options, please upload the current document here, or bring to the Board of Education Pupil Services as soon as possible. This documentation must be received before your student can be allowed to be scheduled or attend Mayfield City Schools
- Click **NEXT**

### Language Information

- Answer each language question for your student
- IF YES, mark accordingly and click on the Language Survey link to fill out the form and upload here
- **Please note:** Only the first page of the form is to be filled out by the parent/guardian.
- Click **NEXT**

### Previous School Y/N

- **This will only show for grades K-12 (not for Preschool)**
- Select Yes or No if this student is transferring from another school
- Answer if the student is currently suspended or expelled from another school

### Previous School

- **This will only show for grades K-12 (not for Preschool)**
- If student is transferring from another school, enter the previous school's information
- Click on the link for the required Release of Records form.
- Once filled out, upload completed form here

### Preschool Experience before KDG

- **This will only show for kindergarten students**
- Provide your child's past two years of preschool experience by clicking in the box and selecting all that apply.

### Legal Guardianship Documentation

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- Answer Yes/No if there are any divorce decrees, parenting agreements, Power of attorneys, or any other document stating who has parent and educational rights to the student.
- IF YES, upload appropriate documents here
- Click **NEXT**

### Relationships - Parent/Guardians

- The parent(s) you entered from the Parent/Guardian tab will be listed here
- The school must have all parents' names who have a legal right to access educational records under the F.E.R.P.A. law. If not listed here, click **SAVE/CONTINUE** and go back to the Parent/Guardian tab and click ADD NEW PARENT. **BE SURE TO CLICK SAVE/CONTINUE BEFORE DOING SO otherwise all information you entered for this student will be lost**
- Select the appropriate Relationship this parent is to the student
- Select if they are a legal guardian and if they want to receive school notifications via the Mail, Portal and Messenger
- Select the contact sequence you would like to be called for this parent from the school
- Select who the child resides with
- Select the BIRTH PARENTS appropriate status
- Click **NEXT**

### Relationships - Emergency Contacts

- Enter the relationship and contact sequence for each Emergency Contact
- If a person is listed, but NO LONGER has any relationship to the child, check the 'No Relationship' box
- Click **NEXT**

### Emergency Medical Authorization

- Grant or deny permission for your student to be treated and/or transferred to the closest hospital in case of an emergency
- If you select Deny Permission, please provide information or action you would prefer Mayfield Schools to take in an emergency
- Click **NEXT**

### Health Services - Medical or Mental Health Conditions

- Add any medical or mental health conditions the school should be aware of for this student
- If there are none, check the box 'No medical or mental health conditions'
- If there is a medical/mental condition, select YES and click ADD CONDITION
- Click **NEXT**

### Preschool Documents

- **This will only show for Preschool students**
- If your child has been accepted into our preschool program, you are required to upload the following:
  - Preschool Physical Form
  - Preschool Health Questionnaire

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### Health Services - Medications

- Add any medications for this student
- If there are none, check the box 'No medications'
- If there are medications, select YES and click ADD MEDICATION(s)
- Click **NEXT**

### Health Services - Immunizations

- Please read about required immunizations for all 7<sup>th</sup> and 12<sup>th</sup> grade students and preschoolers

### Immunization Upload

- All new students must upload a current immunization record from the doctor's office.
- Please notice specific grade levels required shots (7<sup>th</sup> Gr, 12<sup>th</sup> gr and Preschool students)
- Click **NEXT**

### Release Agreements

- Select Permission Granted or Denied for the following Release Agreements:
  - Media (all public or school media publications)
  - Student Code of Conduct (check you have read & reviewed from website)
  - Technology (permission to access networked computer services)
  - Student Email / Google Apps for Education Policy
  - Field Trips (participate in after school and/or school experiences outside the bldg)
- Click the box to **SIGN** the application
- Your name will appear > Click **SIGN**
- Enter the date completed
- Confirm the date completed – please make sure date and year are correct
- Click **SAVE/CONTINUE**

If you need to add another new student, click the ADD NEW STUDENT button.

When you are done adding all your students, click **SAVE/CONTINUE**.

Review your information – please make sure everything has been entered correctly.

Click **SAVE/CONTINUE**

Click **SUBMIT**

You will receive an email stating your application has been submitted. If you do not receive this, go back to the original email and click on the link to see what you are missing.

Within 7-10 business days, an email will be sent letting you know whether the application is Approved, On Hold, or Denied, and will indicate if further information is needed.

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In the approval email, it will contain the Activation Code for your Infinite Campus Parent Portal Login. Please do not delete this email. Follow the instructions on how to create your account to access your student's information.

If you need any assistance, please contact our Registrar at 440-995-7243, or via email at [rbell@mayfieldschools.org](mailto:rbell@mayfieldschools.org).

### **Welcome to**



**Mayfield City Schools**  
EVERY STUDENT. EVERY DAY.