



Mayfield Schools Preschool & Kindergarten Online Registration 2025-2026

- 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 on 440.995.7243 to make an appointment to use the KIOSK at the Board of Education. Bring all the 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.
 - ***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. No further action is needed until July when the Annual Update is required.
 - 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
 - **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)**
- **[Preschool Physical Form](#) (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