

ANNUAL UPDATE OLR INSTRUCTIONS

REQUIRED to be completed by the first day of school for all new & existing students

- 9 It is REQUIRED to list TWO emergency contacts with phone numbers. Addresses are optional. Do **NOT** enter yourself or another parent as the Emergency Contact.
- 10 Starting the Student tab, click **Edit/Review** for each student highlighted in yellow. If by chance you have a new student you need to register (and is currently not enrolled at Mayfield), click ADD NEW STUDENT. There are several sections to go through in the Student section. When finished with each one, click **NEXT** to move to the next section. These must be done in order and you cannot move forward unless all required information is complete.
- 11 Birth Certificates are required for NEW Mayfield resident students. Select NO if this is an existing student or an Excel TECC or CEVEC student.
- 12 Housing section – If your housing situation is questionable (sharing a house with someone, living in alternative accommodations) please click YES to select more options, otherwise, click NO.
- 13 For Relationships of Parent/Guardian – in this section there must be at least one person marked as Guardian. It is important to check Mailing, Portal & Messenger if you want to receive school information and notifications. Select the contact sequence preferred. If a parent is listed but has no legal relationship anymore to this student, you may check the box under NO RELATIONSHIP
- 14 Enter the Doctor/Dentist information and either grant or deny permission for your child to be transferred to the hospital.
- 15 Check the box if there are no medical/mental conditions, otherwise, please click ADD CONDITION to enter the information. Or click Current or NOT Current.
- 16 The same for medications – Take the time to read the important medication specifics on this screen. Retrieve a copy of any medications or immunizations, **SCAN** and **SAVE** the document to your computer before starting the registration, then upload when prompted.
- 17 Please note: it is **required** for the school to have the most recent immunization record on file. Answer YES if the school has it on file, and answer NO to upload the immunization record on the next section. It is REQUIRED for all upcoming 7th & 12th graders to have an updated immunization record.
- 18 If your student is a High School Excel TECC student, click YES, and select if they are a Mayfield resident student or a Non-Mayfield student.
- 19 Please read each Release Agreement and check off accordingly and sign the registration. Click **SAVE/CONTINUE** when finished with all of the student pleats.
- 20 You may go back to any session but will need to click Save/Continue when finished with each one. From the last tab, you have the ability to print an application summary to review. When everything is verified and correct, (spelling, phone numbers, etc) click **SUBMIT**

You will receive an email that we have received your registration. Please allow 5-7 days for approval. The information in the portal will not change until approved. If we need any further information, we will contact you. We appreciate your time and prompt attention to this important piece of your student's education.

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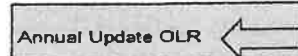
REQUIRED to be completed by the first day of school for all new & existing students

It is REQUIRED that each family logon to the Parent Portal and review/update their information so that we have the most accurate contact names, numbers and emails in case of any emergency situation.

Please have all information updated by the first day of school. It is the parent/guardians responsibility to keep this information current. If changes occur during the school year, simply log on to the Parent Portal and make the necessary adjustments in either the demographics, household or family selection. Changes will not be visible until approved by Pupil Services.

If you do not have access to a computer, Mayfield City Schools has provided a KIOSK located at the Board of Education on SOM Center Rd. Please contact Laura Cantrell @ 440-995-7243 to make an appointment. If you need assistance with your Portal Username and Password, please email: ichelp@mayfieldschools.org

Once logged on to the parent portal – click the blue link on the left: **Annual Update OLR**



1

2

View the students' names and verify the household information is correct. You will only be able to update for those that have YES in the "Included in new App". The student must be a member of this particular household and you must have legal guardianship.

If a student belongs to two separate households (in case of shared parenting), the legal guardian who is a resident of Mayfield or begins the annual update first will only be the one to see the student listed and able to complete the registration. Click **BEGIN REGISTRATION**

3

Enter your name as you see it in the welcome box
Then Click **SUBMIT**
Read through the instructions – then click **BEGIN**

4

From this point on, you will see all the relevant information that is currently in our system. It may take a moment to download, so please be patient. Verify, correct, and/or enter any missing data. When typing the information, please be watchful of spelling, capitalization and correct numbers. There are 4 sections that must be done **in order** and it is not possible to move to the next panel without the Previous or Next buttons or SAVE/CONTINUE.

5

Enter your Home phone number (If your home number is the same as your cell number, enter it here). Select the appropriate HOUSEHOLD STATUS pleat, if you are an existing parent or entering information for an Excel TECC or CEVEC student, please select "***I am already an Existing parent...***"

6

In the Parent/Guardian tab, yellow indicates that person is missing required information or needs to be reviewed. Click **EDIT/REVIEW** to open and begin.

7

Please answer if this particular parent has court documents regarding access to a student listed in this application. If you answer **YES** – please note you **MUST provide a copy of legal court papers regarding your rights to the student to Pupil Services IMMEDIATELY to Pupil Services**, via in person, email (registration@mayfieldschools.org), or fax(440-995-7205). Your application will be put on HOLD until they are received. Uncheck the box if that parent has a separate address and enter the information.

8

Contact Information provides an area for cell and work phone numbers, and email. Select how you would like to be contacted on each one. PLEASE review your typing to make sure it is all correct before moving on.