

Madison City Schools (MCS)

New Student SchoolMint Online Registration

2019-2020

State law requires students be 5 on or before 9/2 to enroll in Kindergarten

All registration for Madison City Schools is done exclusively online by the parent/guardian.

Items needed to register your NEW student:

- Parent/guardian, current picture ID (No military ID's)
- Alabama Immunization Form (Required by the state)
- Birth Certificate (requested)
- Social Security Card (requested) ***Disclosure of Social Security numbers (SSN) is voluntary only. SSN's are used by the district for the limited purpose of properly identifying students for record keeping and transcripts and are kept confidential. The lack of or refusal to provide a SSN will have no impact on the district's enrollment decision. Students who enroll without a social security number will be assigned an alternate identification number.
- Last report card verifying grade for elementary school. High school and middle school students **MUST** present an unofficial transcript. Student must be withdrawn from previous school in order to register.
- Custody Papers (if divorced or if you are not the parent listed on the birth certificate). If you are not the physical legal parent/guardian, email registrar@madisoncity.k12.al.us for an appointment.
- Proof of Residency (in parent/guardian name):
 - OWN...Submit current property tax receipt or deed in your name for the residence in use AND current utility bill or utility receipt for gas, water, or electric...NO CABLE BILLS.
 - RENT...Submit signed lease that **MUST** be signed by landlord and tenant for the residence in use AND current utility bill or utility receipt for gas, water, or electric...NO CABLE BILLS. If you have a month-to-month lease, email registrar@madisoncity.k12.al.us.
 - CONTRACTS...Those who have a purchase or builders' contract that is within the MCS district are **REQUIRED** to complete the "Assignment or Transfer Request" form which is located on our website at www.madisoncity.k12.al.us under registration. Email the transfer request to: registrar@madisoncity.k12.al.us along with the executed sales contract. Contract must have buyer and seller /builder signature and a specified closing date not to exceed 6 months from date of contract. This must be done prior to completing the registration process. Your student will not be admitted without the pre-approval letter from MCS.

Visit our website www.madisoncity.k12.al.us

Go to Registration, follow the tutorial, and start the registration process. The tutorial will walk you systematically through registration.

Download "SchoolMint app" from any Smart Phone.