



Online Pre-Registration

Begins: March 31, 2014

www.mcps.com



No lines, no missing work, convenient
access: Pre-Register online TODAY!

Beginning the 2014-2015 school year, ALL Mobile County Public Schools will Pre-Register online.

Students who are planning to attend a school in the Mobile County Public School System must pre-register online before June 1, 2014.

Returning and new students will now register for school on the system's website.

This is an effort to make registration efficient for parents. It's simple, easy and you can register your children from the comfort of your home at your convenience.

Follow these simple steps:

- Go to www.mcps.com
- Click on tab FOR PARENTS
- Choose 1 of the options:
 - Returning Student Registration*
 - New Student Registration*
- Complete all information online
- Follow directions provided
- Keep in contact with your child's school for additional information.

Contact your school
for additional
assistance.

NEW! For returning students:
Once a student is registered for a school and he/she remains at the same school with the same address, you no longer have to provide new proofs of residence.

It Starts With Us

Student Support Services Department

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TERMS TO KNOW

NEW STUDENT: Any student who has never been enrolled in the MCPSS.

RETURNING STUDENT: A student who has been enrolled in the MCPSS.

PRE-REGISTRATION: The process of notifying the school your child will attend for the 2014-2015 school year.

Online Pre-Registration Frequently Asked Questions...

1. Where do I go to pre-register?

The website www.mcpss.com, select the tab FOR PARENTS, then select the drop down New student registration or Returning student registration.

2. What do I need to pre-register?

A computer with internet access. Know your child's information such as birth date, social security number, and parent or legal guardian information.

3. Who can pre-register a child?

The parent or legal guardian.

4. What if I have more than 1 child?

The online pre-registration is designed for family use. You may pre-register your Returning students at one time. You may register all of your New students at one time.

5. What if my children go to different schools?

You may pre-register all of your Returning or New students regardless of the school they attend.

6. What if I have children who have never been to a MCPSS school before?

You may pre-register all New students at the same time. You will have to create your user name and password.

7. What if my address has changed?

First, you will go to www.mcpss.com and select the FOR PARENTS tab, then select FIND A SCHOOL ZONE. Enter your NEW street address and locate the school your children are zoned to attend. You must then pre-register your child online for that school. Then when you go to the school to complete the registration process you will be asked to present 2 proofs of residence for that school district.

8. What documents do I need to pre-register?

Basic information such as your address, your child's date of birth and social security number.

9. What do I do if I need help completing the pre-registration process?

Contact your child's school.

10. Why do we have to register online?

The MCPSS is advancing the use of technology to assist our parents in streamlining the registration process.

11. What do I do if I don't have a computer or do not know how to do this?

If you do not have a computer and don't know how to navigate the process, you can call your child's school. You may also call any of the Mobile Public Libraries to access a public computer.

12. Do I still need to show proofs of where I live?

Only if your child is attending a different school (example: advancing to middle school), New to the MCPSS, or your Returning student has had an address change.

13. Why do I need to go to the school after I pre-register online for registration?

During your child's school registration you may be given important information regarding your school. For example: supply list, teacher names, class schedules, fees due, P.E. uniforms to purchase, and lockers if applicable.

14. Can I scan the documents at home and email them to my child's school?

No.

15. If for any reason while completing online pre-registration my internet service is interrupted or I need to stop, will I lose all my information?

No, all you have to do is log back in with your username and password.

16. How long does the pre-registration process take?

Approximately 15-20 minutes for the first child and 5-10 minutes for each additional child.