



**FOR THE 2016-2017 SCHOOL YEAR**

**On line registration begins April 4, 2016**

**Kindergarten Registration April 22, 2016**

*No lines, no missing work, convenient access*

**Please follow the enrollment steps listed below**

Follow These Simple Steps:

- Go to [www.mcpss.com](http://www.mcpss.com)
- On the center of the page under **"I WANT TO,"** click on **"Register"**
- Click on New Student
- Create a username/password
- Answer all questions
- **Please bring in all required documentation on April 22, 2016 from 9 am -11am and 1pm - 3pm**

**Documentation needed to complete enrollment**

- \* Copy of Official Birth Certificate
- \* Immunization Card
- \* Parent/Guardian Photo ID
- \* Social Security Card
- \* 2 Current Proof of Residency Required
- \* **Kindergarten** students must be 5 years old on or before September 2.

**\* 2 Proof of Residency required for Enrollment**

**Required: One (1) proof that reflects physical address**

- Property Tax Records or Deeds(Tax receipt records, deed, mortgage statement, homeowner insurance policy)
- Apartment or House Lease

**"If you do not have any of these required items for physical residence, you must obtain a second party residence document from MCPSS website"**

**Required: One (1) proof from the following:**

- Utility deposit/bill, Bank Record, Pay stubs, etc.
- Other Official Proofs: Social Security DHR, food stamps
- Income tax for IRS to Parent/Guardian

**We will take parents by appointments, please call (251)221-2000**