

2017-2018 Pre-registration

- Choose appointment time in Registration Portal if documentation required or if child is incoming 6th grader
- Two evenings will be available—
April 18, 2017 2:30 – 6:45 p.m.
May 16, 2017 2:30 – 6:45 p.m.

Semmes Middle School
4566 Ed George Rd.
Semmes, AL 36575
Phone: 251-221-2344 Fax: 251-221-2347
www.smsbulldogs.com



Returning Students to Semmes Middle School (2016-2017 Current 6th and 7th Graders)

Online Registration Steps Before Campus Pre-registration

1. Go to www.mcps.com
2. Highlight **Register** under **I WANT TO...**
3. Choose **Returning Students**
4. Enter **Username** (same as Inow username to check grades) and **Password** (reg2018) below
5. Make sure your child's registration file shows **SEALED** if no documents are required. **If file is SEALED**, you are finished with the online registration process and we will see you during Summer Registration. **If not SEALED**, schedule an appointment to bring in required documents. **Do not schedule an appointment unless the file is not SEALED and/or you need to bring in documents.**

To avoid long lines this summer, it is important to get your child registered before June 1st.

You may complete registration at your convenience using your personal computer, library computer, or computers at school. Please follow guidelines on reverse for *documentation accepted (if required). If you are unclear if documents are needed, please contact the school and we will be happy to check for you. **The Registration Portal may be closed from 8 am until 3 pm due to Aspire testing. If unavailable, please register online during other hours or on the weekend.**



Incoming 6th Graders for 2017-18 School Year (2016-2017 Current 5th Graders)

All incoming 6th graders' parents/guardians **ARE REQUIRED** to bring in two proofs of residence and a parent/guardian picture I.D. during your appointment time.

Online Registration Steps Before Campus Pre-registration

1. Go to www.mcps.com
2. Highlight **Register** under **I WANT TO...**
3. Choose **Returning Student Registration**
4. Enter **Username** (same as Inow username to check grades) and **Password** (reg2018) sent by elementary school.
5. **ALL** incoming 6th graders' parents will schedule an appointment in the registration portal to bring picture I. D. and two proofs of residence and any additional documents to the main office.

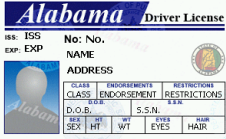
To avoid long lines this summer, it is important to get your child registered before June 1st and bring documents required.

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Parents-Guardians-Emergency Contacts for ALL Students attending SMS

It is very important when registering your child to list the legal name of **ALL guardians, parents and emergency contacts**. Only those contacts (who are 18 years of age or older and have a valid picture I. D.) that YOU (parent or guardian) list **when you register your child online** will be allowed to see or pick up your child. These requirements are for your child's safety. No exceptions will be made during the year.

We cannot accept written or phoned in requests.



***Picture I. D. & Two Proofs of Residence Required**

All documents will be scanned and filed electronically.



***ONE OF THESE with guardian name and current street address**

- Property Tax Receipt or Deed (2016/2017)
- Apartment/House Rent Receipt or Lease Agreement (February, March, or April)
- Mortgage Statement or Payment Book (February, March or April)
- Homeowner’s Insurance Statement (2016/2017)

***AND ONE OF THESE with guardian name and current street address (February, March or April)**

- Utility Bills (Power, Water, Gas or Deposit Receipt)
- Phone or Cell Phone Bill
- Cable TV or Satellite Bill
- Trash Pick Up Bill
- Social Security Records (Check from SS Office, Welfare or Correspondence from SS Office)
- Bank Statement, Records or Receipts (Business Tax Records)
- Employment Records (Payroll Check or Verification from Employer)
- Charge Account Statements (Any TWO Major Account Statements Count as ONE Proof)
- Income Tax Records (Check Receipt or Correspondence from IRS Mailed to Parent/Guardian)

***TWO PROOFS
REQUIRED
AS LISTED
AT LEFT**

Previously Enrolled in Mobile County Public School System

- Provide guardian’s current picture identification (Driver’s license or non-driver I.D.)
- *Two proofs of Residence as listed above.

First Time Entering Mobile County Public School System

- Provide guardian’s current picture identification (Driver’s license or non-driver I.D.)
- Student’s Social Security Card
- Student’s ORIGINAL Certified Birth Certificate
- Original Alabama Certificate of Immunization -Guardian may go to the Board of Health or local doctor
- A copy of student’s most recent report card
- *Two proofs of residence as listed above.



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