



NEW KINDERGARTEN STUDENTS!

Taylor-White Elementary School will participate in online pre-registration for the 2018-19 school year.

Student must be 5 on or before September 1, 2018 in order to enroll.

You may pre-register online at <https://newsturegistration.mcpss.com/> at your convenience. Be sure to register as a new student and create a new log-in.

To complete the registration process, you will need to set an appointment through the registration portal. You will then need to bring in all necessary enrollment documents to be verified and scanned. If you are unable to pre-register from home, we can assist you in the office.

The registration process needs to be completed by June 1.

Instructions on how to pre-register are attached.

****Please read all documents ****



Online Registration

begins March 26, 2018



No Lines

No Missing Work

Convenient Access

REGISTER TODAY!

Online registration is an effort to make school registration efficient for parents.

It's simple and can be accessed at your convenience from home.

Follow these easy steps:

- Go to www.mcpss.com
- Under "Register," choose one of the following:
 "Returning Students" (A student who has attended school in MCPSS)
 OR
 "New Students" (A student who has NEVER been enrolled in MCPSS)
- Complete all information online
- Follow directions provided
- Keep in contact with your child's school for additional information

All students who are planning to attend a school in MCPSS **MUST** register online before June 1, 2018.

Mobile County Public Schools students will receive their username and password from the school they are currently attending.

Contact your school for additional assistance.

Registration: The process of notifying the school your child will attend the 2018-2019 school year.

Listen for telephone messages concerning very important information about your child's Online Registration from MCPSS and/or your child's school

It Starts With Us

Online Registration

Frequently Asked Questions

What is registration?

The process of notifying the school your child will attend for the 2018-2019 school year.

What is the difference between a new student and a returning student?

A "New Student" is any student who has NEVER been enrolled in Mobile County Public Schools. A "Returning Student" is a student who has attended school in Mobile County Public Schools before.

Where do I go to register my students?

Go to www.mcps.com and scroll to the bottom of the page. Under "Register," choose either "Returning Students" or "New Students."

What is needed to register my students?

A computer with internet access. You will need to know your child's information, such as birth date, social security number and parent or legal guardian information. If your child is a returning student with MCPSS, you will need your student's username and password. Your child's school will provide you with the username and password.

Who can register a child?

The parent or legal guardian.

What if I have more than one child?

The online registration is designed for family use. You may register all your returning students at one time on the "Returning Student" webpage.

What if my children go to different schools?

You may register all of your returning or new students regardless of the school(s) they attend.

What if I have children who have never been to a Mobile County Public School before?

You may register all new students at the same time. You will need to create your username and password.

What if my address has changed?

First, go to www.mcps.com. Go to "FIND," and click on "School Zones." Enter your new address and then a list of schools in your district will be provided. You must register your child online as a returning student for the school in your district. After registering your student online, you will need to go to the new school to complete the registration process. You will be asked to provide your photo I.D. and two proofs of residence reflecting your new address.

Why do we have to register online?

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

What if I do not have a computer or do not know how to do the registration?

Call your child's school for assistance. You may also visit any of the Mobile Public Libraries to access a public computer.

Do I still need to show/provide proofs of where I live?

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

What if my child has applied for a transfer to go to a school not in his/her assigned school zone?

Register your child in the school he/she is zoned for. Once your child has been approved to attend the requested school, contact the new school.

Why do I need to go to the school after I register online?

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

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

No, we do not have this capability at this time.

If for any reason, while completing the online registration, my Internet service is interrupted or I need to stop, will I lose all of my information?

No. Just log back in with your username and password.

How long does the registration process take?

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



Mobile County
PUBLIC SCHOOLS

Students



NEW

Students new to the Mobile County Public School System must present to the school at the time of enrollment, the following documents:

- Parent/Guardian photo ID
- Student's Social Security Card
- Student's Certified Birth Certificate
- Certificate of Immunization (Only Alabama issued immunization)
- Two proofs of residence
- Local school documents

Current

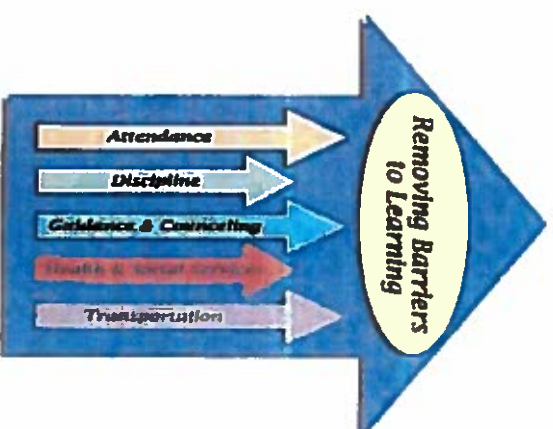
Each time a student enters a school for the first time, or each time he/she changes his/her address, new proofs of residence are required.

The Mobile County Public School System does not discriminate in its education and employment programs on the basis of religion, age, race, color, national origin, gender, marital or parental status, and disability. This district complies with all Federal and state laws and regulations regarding discrimination. Inquiries regarding compliance and or grievance procedures may be directed as follows. For student inquiries contact Terrence S. Alton Executive Director Division Of Student Support Services, P. O. Box 180069, Mobile, Alabama 36618 or call (251) 221-4246. For employee inquiries contact George Smith, Employee Relations Administrator, P. O. Box 180069, Mobile, Alabama 36618 or call (251) 221-4531.

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Revised 7/2014

Mobile County Public Schools

P.O. Box 180069 - Mobile, AL 36618



Requirements for School Enrollment



Documents Required for School Admission

Any student entering the Mobile County Public School System, regardless of grade level, must first be enrolled. The parent/guardian is to submit the following:

- ❖ **Parent/legal guardian photo ID:**
Driver license or non-driver license or other photo ID.
- ❖ **Student's Social Security Card:**
The district requests Social Security Numbers, however, disclosure of Social Security Numbers (SSN) is voluntary only. SSNs 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.
- ❖ **Student's Certified Birth Certificate:**
The district requests birth certificates to verify that students fall within a minimum age requirement. However, the school district will not bar students from enrolling because they have a foreign birth certificate or present no birth certificate at all. In those instances the school district will allow for the presentation of alternative documentation to prove age.
- ❖ **Certificate of Immunization**
An immunization certificate is required for every student enrolled in Alabama public schools. Only Alabama issued immunization certificates are acceptable. A new enrollce

from another public school in Alabama will be conditionally enrolled pending receipt of school records containing the student's immunization certificate. An immunization certificate is required *upon enrollment* for the following:

- Any child entering kindergarten or first grade who has not previously attended school.
- Any new enrollce transferring from outside the State of Alabama.
- Any new enrollce transferring from a private school. If no immunization certificate is presented at the time of enrollment, all other registration materials should be completed and the parent/guardian should be directed to the Mobile County Health Department where a temporary IMM 49 may be obtained before the child may attend school.
- If a student transfers out of the system, the parent/guardian should be given the student's original immunization certificate. A copy is made and placed in the student's folder.
- When the IMM 50 is filed in the student's permanent record folder, it should be duly noted on the Cumulative School Health Record.

If the parent/guardian can not provide the above documents assistance will be given through student support services, but child must be enrolled.

Provisions for Determining Residence of Students

- ❖ **Proofs of Residence**
Two proofs of residence are required each time a student enters a school for the first time, or each time he/she changes his/her address, new proofs of residence are required.

Required: One (1) proof that reflects physical residence.

- Property Tax Records or Deeds**
 - Tax receipt record, deed, homeowners insurance policy, mortgage statement

- Apartment or House Lease**
 - Apartment or house rent receipt / Apartment or house lease, renters insurance policy, or housing agreement

All dollar amounts are to be concealed

If you do not have any of the above requirement for physical residence, you will need the second party residence document from central office.

Required: One (1) proof from the following:

- Utility Bills or Utility Deposit Receipts**
Water/Gas/Telephone/Electric/Cable/Garbage
- Income Tax Records from IRS to the Parent/Guardian**
 - Copy of check/correspondence from IRS.

Other Official Proofs
Check or correspondence from the Social Security Office, Department of Human Resources (DHR), Food Stamp Office or Temporary Assistance to Needy Families (TANF).

- Bank Records**
 - Checking/Savings/Loan statement
 - Investment certificate

- Employment Records**
 - Company check/Verification from employer

- Two (2) Credit Card Accounts (counts as one proof)**
 - Any two (2) major credit card account statements

All dollar amounts are to be concealed