



## **Online Registration for returning students**

Beginning **Monday, March 27th**, you may register online at your convenience at <https://stuupdateinfo.mcpss.com/>

Username and passwords were sent home with 3<sup>rd</sup> quarter report cards on an informational flyer.

The registration process must be complete and *sealed* by June 1 in order for your student to be enrolled.

If for any reason you need to bring in documents, please set an appointment through Registration Gateway. If you need assistance registering, please call Mrs. Nunn in the front office and she will be happy to assist you.

Instructions on how to pre-register are attached.

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

# 2017-18 RACE FOR REGISTRATION

Attention all students:

The race for registration has begun! Prizes will be given to each student whose guardian has completed registration on the information update site and the record is "sealed".

Fifth grade students will receive a prize if their record is "complete" and ready for their middle school to seal it.

Username and passwords were sent home on an informational flyer with 3<sup>rd</sup> quarter report cards. If you need assistance, please call Mrs. Nunn at 221-1465.

**Everyone must be registered online by JUNE 1!**



Mobile County  
PUBLIC SCHOOLS

# Online Registration

begins March 27, 2017



All students who are planning to attend a school in MCPSS **MUST** register online before June 1, 2017.

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 2017-2018 school year.

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

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](http://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

# It Starts With Us

# Online Registration

## Frequently Asked Questions

### **What is registration?**

The process of notifying the school your child will attend for the 2017-2018 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](http://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](http://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

Two proofs of residence are required annually at registration from all students. 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.

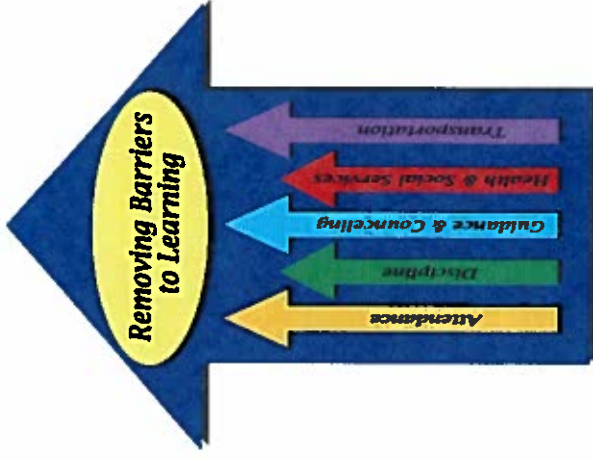


*The Mobile County Public School System does not discriminate in its education and employment programs on the basis of religion, age, race, color, national origin, gender, marital or parental status, and disability. This district complies with all Federal and state laws and regulations regarding discrimination. Inquiries regarding compliance and/or grievance procedures may be directed as follows. For student inquiries contact Terrence S. Mixon 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 8/2013

# 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:** Student's Social Security Card is suggested for admission. However, if the student does not have a Social Security Card, a student identification number will be assigned by staff in the Division of Student Support Services.

- ❖ **Student's Certified Birth Certificate.**

Only birth certificates with original raised or colored seal can be accepted. Some copies of certified out-of-state birth certificates may be accepted at the discretion of the principal. School personnel will copy the birth certificate and the original birth certificate returned to the parent. The copy will be filed in the student's permanent record folder. If obtaining a birth certificate for a foreign student seems impractical, his/her passport may be copied and accepted as his/her birth certificate. Sometimes, a student in the custody of the Department of Human Resources (DHR) does not have an available birth certificate. A DHR declaration showing student's date of birth will be accepted. Any student born within Mobile County is required to have his/her birth certificate upon enrollment. A new enrollee from another Alabama public school will be enrolled. Parent/Guardian will be asked to provide a birth certificate.

- ❖ **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 enrollee

from another public school in Alabama will be conditionally enrolled pending receipt of school records containing the students 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 enrollee transferring from outside the State of Alabama.
- Any new enrollee 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 annually at registration from all students. 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**