New Student Online Registration

The following instructions will guide you in registering your student(s) at Midland Public Schools.

We recommend that you have the following documents ready to be uploaded at the end of the enrollment form.

- *Student Birth Certificate*
- *Proof of Residency (Examples listed below)*
  - *Utility Bill*
  - *Mortgage Statement*
  - *Lease Agreement*
  - *Tax Bill*
  - *Rent Receipt*
- *Immunization Record*
- *Student IEP/504 Plan Documentation (if applicable)*
- *Proof of Family Relationship (if applicable)*
- *Custody papers from court*
- *Guardianship Papers*
- *Passport with valid Visa, if not a US Citizen*

For support questions, email mpsvuehelp@midlandps.org

1. To enroll your student in Midland Public Schools using Online Registration, go to the following website: https://mi-mps-psv.edupoint.com/PXP2_OEN_Login.aspx

   If you have one or more students currently enrolled in Midland Public Schools, login using your existing ParentVUE user ID and password.

   If you do not have a student currently enrolled in Midland Public Schools, click on the "More Options" button and select "Create a New Account." Follow the prompts to create a new ParentVUE account.

New Student Online Registration

Login

Midland Public Schools

User Name:

Password:

Forgot Password

Login

More Options ⌃

Create a New Account   Forgot Password

2. Select **2022-2023 New In District Student Registrations** from the **Please select the registration school year** drop down and select **Begin New Registration**.

SELECT REGISTRATION TO BEGIN

Please select the online packet you would like to begin *

2022-2023 New In District Student Registrations

Begin New Registration ❯

3. Read the Welcome information on the screen, then select **Continue**.

New Student Online Registration

4. To complete the Electronic Signature indicating that you are the account owner and you are providing accurate information, type your name exactly as it is shown in the upper right corner of the screen. Select **Save and Continue**.

Signature

Please enter your first and last name below:

By typing your name below and pressing the button at the base of the page you attest that you are the account holder, are authorized to provide the information and agree that the information provided is accurate to the best of your knowledge.

Electronic Signature *

[Save And Continue >]

5. Enter your **Home Address** and **Mailing Address** as accurately as possible. If you had a ParentVUE account prior, please review your **Home Address** and **Mailing Address** and update if necessary. Select **Save and Continue** on each screen.

6. Read through the Rights of Non-Custodial Parent/Guardian Notification and select **Save and Continue**

7. Enter/update your name and personal information as needed. Select **Save and Continue** after reviewing/editing each screen.

Demographics: **Enrolling Parent**

First Name *	John
Middle Name	
Last Name *	Doe
Education Level	
Preferred language for written materials	

Address Preview

[< Previous] [Save And Continue >]

New Student Online Registration

8. Add/update your Employee Information as needed. Select **Save and Continue**.

Employment Information: **John Doe**

Employer Name	
Job Title	
Uniformed Military	☐
Parent/guardian is an employee of this school district	☐

[‹ Previous] [Save And Continue ›]

9. Add/update your phone number(s) and email address. Select **Save and Continue**.

Phone Numbers

✖	Line	Primary	Type	Phone	Extension	Not Listed	Phone Communication	Text Communication
☐	1	☐	▾	( ) - *		☐	Yes ▾	No ▾

＋ Add New

Email Address *

[‹ Previous] [Save And Continue ›]

10. To add additional parents/guardians, select the Add New Parent/Guardian button and repeat steps 6 – 10. Once all parents/guardians have been added, select **Save and Continue**.

	First Name	Last Name	Status
✏ Edit	John	Doe	⚠ In Progress
＋ Add New Parent/Guardian			

[‹ Previous] [Save And Continue ›]

New Student Online Registration

Select the Add New Emergency Contact button to add any new emergency contacts. Select **Save and Continue** after reviewing/editing each screen.

Note: Add all Emergency Contacts for your family. You will assign the relationships to the students later in the process.

Select **Save and Continue** when all statuses are **Complete**.

EMERGENCY   2022-2023

Please limit your emergency contacts to 2 contacts. Midland Public Schools will contact parents first and then contact any Emergency contacts. Add emergency contacts (optional)

First Name	Last Name	Status

➕ Add New Emergency Contact

☐ Decline to specify any Emergency Contacts

[‹ Previous] [Save And Continue ›]

11. Select **Add New Student** to add your new student. Note: If you have students currently enrolled and attending Midland Public Schools, they will show up in the **Student to exclude** area

STUDENTS   2022-2023

Please add or update student details for each student you want to enroll:

Students to enroll in 2022-2023

First Name	Middle Name	Last Name	Gender	Grade	Status

➕ Add New Student

Students that will not be enrolled in this application:

Students to exclude from 2022-2023

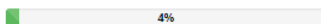| First Name	Middle Name	Last Name	Gender	Grade	Reason

[‹ Previous] [Save And Continue ›]

New Student Online Registration

12. Add all pertinent information on the Demographics tab. Select **Save and Continue** when finished. *Note: you will only be able to select grade levels allowed based on your student's age. You must also select one primary address for your student.*

DEMOGRAPHICS   4%   2022-2023

Demographics: **New Student**

❶ Instructions

Please provide your student's legal name. Please complete the preferred name fields only if your student identifies with a name other than their legal name. If the preferred name fields have been completed, a member of the MPS Administration Team will reach out to you to discuss these preferences.

Legal First Name *	[|]
Legal Middle Name *	[ ]
No Middle Name	☐
Legal Last Name *	[ ]
Suffix	[ ]
Gender *	[⌄]
Birth Date *	[MM/DD/YYYY 📅]
Entering Grade *	[⌄]
Primary Address *	[⌄]

[Student Home address] [Student Mailing Address]

Nickname	[ ]
Preferred First Name	[ ]
Preferred Last Name	[ ]
If this student is a twin, triplet, etc., please provide the order in which this student was born (e.g. 1 for first born, 2 for second born)	[ ]

[‹ Previous] [Save And Continue ›]

New Student Online Registration

13. If you are enrolling a kindergarten student, and your student will not be 5 prior to September 1, of the current calendar year, we will need to you download the Kindergarten Waiver form shown on this page, fill it out, and upload it to the Document section at the end of the enrollment form.

Kindergarten Waiver: **New Student**

If your student will not be of the age of 5 prior to September 1, 2022 but will be of the age of 5 by December 1, 2022, you will need to submit a waiver form (link below) in order for your student to be enrolled in Kindergarten for the 22-23 school year

Please download the Kindergarten Waiver form, fill it out and upload it to the Document section of this form.

Save And Continue >

14. Complete the Additional Information screen. Select **Save and Continue**. *Note: Different options will appear depending on if birth country is US or non-US.*

Additional Information: **New Student**

ℹ Instructions

Note: If your student was born on a Military base outside of the United States, please select United States as the Student's birth Country and then select one of the two Armed Forces options under Student's birth state.

You will be asked to upload a copy of the Birth verification document in the Documents section of this form. There is a checkbox in this area that indicates that you will bring a physical document to the Enrollment Center, but this method could delay registration process.

Student's birth country *

Student's birthplace

Birth verification document type *

Please check the box below if this student is a US Citizen

US Citizen ☐

< Previous   Save And Continue >

New Student Online Registration

15. If you didn't select that your student is a US Citizen, you will need to fill out additional information regarding Country of Citizenship

Non-US Citizenship Information: New Student

ⓘ Instructions

You are seeing this page because the US Citizen box was NOT checked on the previous page. If this student is a US Citizen, please select the previous button at the bottom of this page and check the US Citizen checkbox.

Please provide the Country of Citizenship

Country Of Citizenship	[⌄]
Non Citizen Type	[⌄]

‹ Previous   Save And Continue ›

16. Add student phone numbers on the Contact Information screen. Select Save and Continue. ***Note**: If you would like the student to receive School/District Notifications such as School Closures, please select "Yes" under Text Communication*

Student Contact Information: New Student

ⓘ Instructions

Please enter any direct phone number for the student. Otherwise, check the box to indicate that the student doesn't have a phone number. This section allows you to enter a phone number so that the student can be directly notified

☐ **Student has no phone numbers.**

Phone Numbers

✖	Line	Primary	Type	Phone	Extension	Not Listed	Phone Communication	Text Communication
☐	1	☐	[⌄]	( ) - *		☐	Yes ⌄	No ⌄

✚ Add New

‹ Previous   Save And Continue ›

New Student Online Registration

17. Midland Public Schools participates in the Free and Reduced Lunch Program. We have provided a link and a brochure for this program. **Note**: *Please complete this form if you think you qualify, if you aren't sure you do, or even if your student will be attending a free and reduced program school.*

Free and Reduced Lunch Program Information: **New Student**

Free and Reduced Applications may be filled out online, by visiting https://midland.familyportal.cloud/. Using the online application is the preferred method. It saves paper, is quick and easy to fill out, and will have a faster processing time. You only need to submit one application per household

*Please note that application processing time may take up to 10 days, from the date it is received in the Food Service Office. All charges incurred by a student before the application is processed, are the responsibility of the parent/guardian.

Free & Reduced Lunch Program Brochure

‹ Previous   Save And Continue ›

---

18. Please indicate the type of residency your student has. **Note**: *If you feel your student doesn't have a permanent residence but aren't sure, the list of residency types that indicate a non-permanent residence is listed on the page.*

McKinney-Vento: **New Student**

ℹ **Instructions**

If your student is experiencing a loss of housing, foreclosure, eviction, or has had to move due to hardship, they may be eligible for assistance. This program requires school districts to remove any barriers to the immediate enrollment, attendance, full participation, and success of PreK-12th grade students who lack a "fixed, regular, and adequate overnight residence." If eligible, students protected under the McKinney-Vento Act are entitled to immediate enrollment into school even if they do not have the documents normally needed, such as proof of residency, school records, immunization records, or birth certificates. The federal McKinney-Vento Homeless Assistance Act, Title IX Part A, of the Every Student Succeeds Act of 2015 includes a definition of who is considered "homeless" or as more commonly referenced, "in transition" for the purposes of the Act and, therefore, eligible for the rights and protections it provides.

Is your student without a permanent residence? *

◯ No
◯ Yes

Doubled-Up - Doubled up with other people due to loss of housing or economic hardship
Hotel/Motel - Living in a hotel/motel or campground due to the lack of alternative adequate accommodation
Shelter - Living in a shelter
Transitional Housing - Living in transitional housing, a supportive, yet temporary accommodation to bridge the gap from homelessness to permanent housing
Unsheltered - Living in a car, park, abandoned building, bus or train station

‹ Previous   Save And Continue ›

New Student Online Registration

19. Complete the Parent/Guardian Relationship screen. Be sure to check all relevant fields. If custody papers exist for any parents/guardians that have been added to the student's record, you will need to upload those documents in the Documents section at the end of the enrollment form. Select **Save and Continue**.

RELATIONSHIPS   34%   2022-2023

Parent/Guardian Relationships: **Sam Doe**

❶ Instructions

Indicate the relationship each Parent/Guardian has with the student:

Relationship	First Name	Last Name	Gender	Lives With	Contact Allowed	Ed Rights	Has Custody	Mailings Allowed	Release To	Financial Resp
Mother ▾	Jane	Doe		☑	☐	☑	☑	☐	☐	☐
Father ▾ - OR - ☐ No Relationship	John	Doe		☐	☐	☐		☐	☐	☐

Lives With: Indicates the parent/guardian lives in the household with the student.
Contact Allowed: Indicates the parent/guardian is allowed contact with the student and will be included in school to student communication.
Ed. Rights: Indicates the parent/guardian has rights to make decisions regarding the student's education and access to student information in the Synergy parent portal.
Has Custody: Indicates the parent/guardian has legal custody of the student.
Mailings Allowed: Indicates the parent/guardian may receive mailings regarding the student.
Release To: Indicates the school may release the student to the parent/guardian.
Financial Resp.: Indicates the parent/guardian is financially responsible for the student.

‹ Previous   **Save And Continue ›**

New Student Online Registration

20. Complete the Emergency Contact Relationships screen. Mark the relationship each emergency contact has with the student. If you wish for one or more of the emergency contacts to not be associated with this student, select No Relationship. Once completed for all contacts, select **Save and Continue**.

Emergency Contact Relationships: **Sam Doe**

❶ Instructions

Indicate the relationship each emergency contact has with the student. Later, you will be asked to indicate your call order preference for all contacts.

Associate up to 2 contacts.

Relationship	First Name	Last Name	Gender	Release To
Grandmother ⌄	Janet	Doe		☐
- OR - ☐ No Relationship				
Grandfather ⌄	Paul	Smith		☐
- OR - ☐ No Relationship				

〈 Previous   Save And Continue 〉

21. Drag and drop emergency contacts into the order of which they should be contacted in case of an emergency. Select **Save and Continue**.

Emergency Contact Order: **Sam Doe**

❶ Instructions

Drag and drop the contacts below in the order in which they should be contacted in the event of an emergency:

1 Jane Doe (Mother)
2 John Doe (Father)
3 Janet Doe (Grandmother)
4 Paul Smith (Grandfather)

〈 Previous   Save And Continue 〉

New Student Online Registration

22. Complete the Ethnicity screen. Select **Save and Continue**.

Ethnicity: **New Student**

Is your student Hispanic or Non-Hispanic? *

Provide the following information about the student's race:

- [ ] African-American
- [ ] Hispanic
- [ ] Pacific Islander
- [ ] Asian
- [ ] Native American
- [ ] White

Save And Continue >

23. Complete the Home Language Survey screen. Select **Save and Continue**.

Home Language Survey: **New Student**

Please do not select a language that your child is learning, or that is only spoken on occasion when relatives visit.

What is your child's primary language? *

Please choose the primary language used in your child's home or environment. *

< Previous   **Save And Continue >**

New Student Online Registration

24. Add Health Conditions as necessary. If your student has no known health conditions, check the "Student has no known health conditions" box. If this box is checked and you want to add health conditions, uncheck the box to see the Add New Condition button. Select Save and Continue.

Health Conditions: **New Student**

ℹ Instructions

If your student carries an epinephrine auto-injector, please Add New Condition and select Allergies from the Health Condition field and add a note in the Comment field that the student self carries the auto-injector or if the office stores it.

If your student carries an asthma inhaler, please Add New Condition and select Asthma from the Health Condition field and add a note in the Comment field that the student self carries the inhaler.

☐ **Student has no known health conditions**

- OR -

Health Condition	Comment	Start Date	End Date

✚ Add New Condition

‹ Previous   Save And Continue ›

25. Complete the Student Medication screen. Select **Save and Continue**. *Note: A doctor's note is needed for MPS to administer any medication at school. You can upload these notes in the Documents section at the end of the enrollment form*

Student Medication

	Line	Medication	Dosage 1	Frequency	Note:	

✚ Add New

List any medications not listed above or provide additional comments about the medications to be taken at school

‹ Previous   Save And Continue ›

New Student Online Registration

26. Complete the Internet Access screen. Select Save and Continue

Internet Access: **New Student**

Does the student have
access to the internet at
home? *

27. Complete the Previous School Attended screen. Select **Save and Continue.**

Previous School Attended: **New Student**

NAME OF SCHOOL CHILD LAST ATTENDED

School Name	
School Phone	( ) -
School Fax	( ) -
School Address	

< Previous | Save And Continue >

New Student Online Registration

28. Complete the Discipline History screen. Select **Save and Continue.**

Discipline History: **New Student**

> ### ❶ Instructions
>
> Public Act 328 (effective January 1, 1995) requires public school districts to expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or rape in a school building or on school property (including school buses and/or other school transportation).
>
> A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns, and explosive devices."
>
> MPS defines suspensions and expulsions as the following
> - short-term suspensions are 1 to 10 days out of school
> - long-term suspensions are 11 to 59 days out of school
> - expulsions are 60 days or more out of schools

Has this student ever been suspended from school? *
- ○ No
- ○ Yes

Has this student ever been expelled from school? *
- ○ No
- ○ Yes

‹ Previous   Save And Continue ›

29. Complete the Special Services screen. Select **Save and Continue**. ***Note****: If your student has a 504 plan and/or an IEP, you will need to upload the documents in the Document section at the end of the form. More questions will appear if you answer "Yes" to the first question on this screen.*

Special Services: **New Student**

> ### ❶ Instructions
>
> Please indicate whether your student has participated in a 504 plan, and/or Special Education programs or services including Speech Therapy, Occupational Therapy, and/or Physical Therapy.
>
> If you select 'Yes' to having a 504 Plan or IEP, you will be able to submit those documents in the Document section of this form

Has your student every participated in any Special Education programs, services and/or has a 504 plan? *
- ○ No
- ○ Yes

‹ Previous   Save And Continue ›

New Student Online Registration

30. Complete the Transportation screen. Select **Save and Continue**. ***Note****: More questions will appear if you check the box indicating that you are requesting transportation services to be reviewed for your student*

Transportation: **New Student**

> **ℹ Instructions**
>
> Transportation services are provided to students based on several factors, such as their proximity to the school they are attending, special education services and school of choice, etc.
>
> Transportation requests are reviewed by our Transportation Department.

☐ **By selecting this checkbox, your requests for transportation services will be reviewed.**

‹ Previous | Save And Continue ›

New Student Online Registration

31. The School Selection screen will automatically populate with the School that is in your area based on your student's grade and primary address from step 14. **Note**: *The School of Choice Window is only open for certain periods during the year. Please contact the District Enrollment Center at* enroll@midlandps.org *or (989) 923-5024 to discuss School of Choice options.*
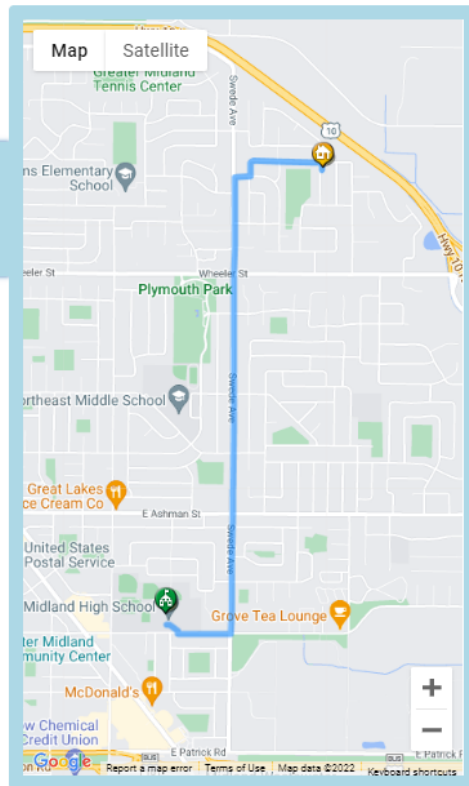
New Student Online Registration

32. Complete the Student Information Release screen. Select **Save and Continue.**

Student Information Release: **New Student**

ⓘ Instructions

Occasions may arise when photographs of students are taken for use in the Midland Daily News, other newspapers, school publications, the school yearbook, the school website, television or other media. If this form is not filed with the student's school, full name and photo may be used. NOTE: Midland Public Schools cannot guarantee the privacy of students participating in or attending any public events (e.g., athletics, club activities, etc.).

You can choose to not have your student's information released. Make your selections below. If you are okay with Midland Public School releasing your student's name and photo, leave options blank.

Directory Information Opt Out

Photo Release Opt Out

Military Opt Out

At Midland Public Schools, we offer a number of Virtual courses that yours student can enroll. These courses take the place of a in-person instructional class. Please make a selection below on whether your student will be allowed to enroll in such a course. This option doesn't pertain to emergency situations where the whole class, school or district moves to virtual instruction.

Virtual Learning Consent *

At Midland Public Schools, we provide a Chromebook to every student, each school year, to be used for school-related work. MPS offers optional insurance for parents if a student damages a device. Parents have an option to either opt in or opt out of this insurance. The insurance options and device use requirements are listed on the student device agreement which must be completed and can be found here. https://www.midlandps.org/student-device-agreement

Device Insurance Agreement *

All students at Midland Public Schools have access to technology. Board policy 3116 outlines what constitutes acceptable use of district technology. The district has two different forms for students that is based on grade level to make it easier to talk with younger students about appropriate technology use. By agreeing to the Student Acceptable Use Policy, you are allowing your student to use the technology provided by the district for educational purposes. https://www.midlandps.org/student-acceptable-use-policy

Computer Use Guidelines (AUP) *

Save And Continue ❯

33. If you have additional students, select the Add New Student button and follow steps 14-34 for each additional student

Students to enroll in 2022-2023

			First Name	Middle Name	Last Name	Gender	Grade	Status
✏ Edit	✓ Exclude	✗ Delete	Sam		Doe	Male	09	✅ Complete

➕ Add New Student

Students that will not be enrolled in this application:

Students to exclude from 2022-2023

First Name	Middle Name	Last Name	Gender	Grade	Reason

‹ Previous Save And Continue ›

34. When all student information has been completed, select the **Save and Continue** button

35. Upload any of the following documents. You can also choose to bring these documents to the District Enrollment Center at the Administration Center but this will delay the Registration process. Once you have completed uploading all documents, select **Save and Continue**
    a. Primary Home Address Verification document. This document can be a utility bill, lease agreement, rent receipt, mortgage statement, or purchase agreement.
    b. Birth Verification - for each student that is being enrolled at this time **Note**: Per Board of Education Policy 5303, if a birth certificate is not available, you will need other reliable proof of the student's identity and age and an affidavit explaining the inability to produce a copy of the student's birth certificate.
    c. Immunization records - for each student that is being enrolled at this time.
    d. Doctor's notes for any medications.
    e. 504 Plan - if so indicated on the Special Services screen. Please upload the individual plan for each student that is being enrolled at this time.
    f. IEP - if so indicated on the Special Services screen.Please upload the individual plan for each student that is being enrolled at this time
    g. Vision/Hearing Screening - for any Kindergarten students being enrolled at this time.

Midland Public Schools
Inspiring Excellence

New Student Online Registration

   h.   Kindergarten Waiver - for any Kindergarten student that will not be 5 years of age prior to September 1st of the calendar year

   i.   Custodial Documentation

   j.   Individual Healthcare Plans - if the student has health conditions that require a plan to be in place

36. Review the updated information by selecting **Review**.

| Review |

Review allows you to confirm all data entered during the New In District process to ensure accuracy. When complete, press Submit below:

Status	Student	Grade Level	School Selection	Comments
✓ Ready To Submit	Sam Doe	09	1. Midland High School	

| ‹ Previous | Review |

37. At the bottom of the review screen, click the checkbox to indicate that you have verified the information and select **Submit**.

☐ **I have reviewed all registration data and verified that it is correct**

| ‹ Previous | Submit |

New Student Online Registration

38. Select **OK** to confirm the submission of the enrollment.

> **Confirm**
>
> Pressing OK will submit the student New In District information for the 2022-2023 school year. From this point on you will not be able to make any further changes to the New In District information in this portal; however, you may return to New In District Student Registrations to check the status of your submission.
>
> **OK**   Cancel

39. You will see a confirmation message and a Status button where you can view the status of your requested enrollment and any updates.

> ## 2022-2023 New In District
>
> Status
>
> Thank you for filling out the Midland Public School Online Enrollment form. Your form will be processed soon. If you have any questions regarding this process, please contact the Enrollment Center at enroll@midlandps.org or 989-923-5024
>
> The status of your registration(s) that are in progress can be found on the status page

Note: *You will receive email notifications throughout the submission and review process. You can view the status of the process at any time in ParentVUE.*

MPS Online Registration: https://mi-mps-psv.edupoint.com/PXP2_OEN_Login.aspx

Online Registration Support: enroll@midlandps.org