



## Personal Information Update Form

The following instructions will help you verify your family's information with Midland Public Schools.

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

- Medication Doctor's Note - If your student needs to take medication during the school day
- Address Verification Document - If your family's address has changed

For support questions, email [mpsvuehelp@midlandps.org](mailto:mpsvuehelp@midlandps.org)

1. To verify your family's information at Midland Public Schools using the Online Verification Form, go to the following website: <https://mi-mps-psv.edupoint.com/> and select "I am a parent"

If you haven't activated your ParentVUE account already, select the "More Options" button and select "Activate Account" Follow the prompts to create a new ParentVUE account. You will be prompted to provide your activation code which you can obtain from your student's main office.

If you have activated your ParentVUE account already, login using your existing ParentVUE user ID and password.



## Personal Information Update Form

- In the upper right corner of the ParentVUE page, select the Online Registration tab



- Select **2022-2023 Personal Information Update** from the **Please select the registration school year** drop down and select **Begin New Registration**.

Please select the online packet you would like to begin \*

2022-2023 Personal Information Update

Begin New Registration >

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

- Verify your **Home Address** and **Mailing Address** as accurately as possible. Select **Save and Continue** on each screen.



## Personal Information Update Form

7. Read through the Rights of Non-Custodial Parent/Guardian Notification and select **Save and Continue**
8. Update your name and personal information as needed. Select **Save and Continue** after reviewing/editing each screen.

### Demographics: **Enrolling Parent**

First Name *	<input type="text" value="John"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text" value="Doe"/>
Education Level	<input type="text" value=""/>
Preferred language for written materials	<input type="text" value=""/>

Address Preview

[< Previous](#) [Save And Continue >](#)

9. Update your Employee Information as needed. Select **Save and Continue**.

### Employment Information: **John Doe**

Employer Name	<input type="text"/>
Job Title	<input type="text"/>
Uniformed Military	<input type="checkbox"/>
Parent/guardian is an employee of this school district	<input type="checkbox"/>

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## Personal Information Update Form

10. 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	
<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="text"/>	( ) - *	<input type="text"/>	<input type="checkbox"/>	Yes	No	
<input type="button" value="+ Add New"/>									
Email Address * <input type="text"/>									
<input type="button" value="← Previous"/> <input type="button" value="Save And Continue →"/>									

11. To add additional parents/guardians, select the Add New Parent/Guardian button and repeat steps 6 – 10. You won't be able to update another parent/guardian record. That parent will need to log into ParentVUE to update their own information or you can call your student's main office. Once your parents/guardians information have been added, select **Save and Continue**.

	First Name	Last Name	Status
<input type="button" value="Edit"/>	John	Doe	<input type="button" value="In Progress"/>
<input type="button" value="+ Add New Parent/Guardian"/>			
<input type="button" value="← Previous"/> <input type="button" value="Save And Continue →"/>			



## Personal Information Update Form

12. Select the Edit button to update any current Emergency Contact or 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

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[Save And Continue →](#)



## Personal Information Update Form

13. Select **Edit** to update your student's information.

### Students to update in 2022-2023

	First Name	Middle Name	Last Name	Gender	Grade	Status
<input type="button" value="Edit"/> <input type="button" value="Exclude"/>	Sam		Doe	Male	09	<input checked="" type="button" value="Complete"/>

Students that will not be enrolled in this application:

### Students to exclude from 2022-2023

First Name	Middle Name	Last Name	Gender	Grade	Reason
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## Personal Information Update Form

14. Update all pertinent information on the Demographics tab. Select **Save and Continue** when finished. Note: You will not be able to update the following fields, Legal First Name, Legal Last Name, Gender, Birth Date or Grade. If any of these fields are incorrect, please contact your student's main office or the Enrollment Center at [enroll@midlandps.org](mailto:enroll@midlandps.org) or (989) 923-5024.

DEMOGRAPHICS



2022-2023

### Demographics: New Student

#### 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 \*

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)

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## Personal Information Update Form

15. Verify 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**

#### 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

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16. 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 >](#)



## Personal Information Update Form

17. Add/update 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	
<input type="checkbox"/>	1	<input type="checkbox"/>	▼	( ) - *	-	<input type="checkbox"/>	Yes ▼	No ▼	

+ Add New

< Previous Save And Continue >

18. 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](#)

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## Personal Information Update Form

19. 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**

#### 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

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## Personal Information Update Form

20. 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**. Note: You will only be able to update your own information.

Parent/Guardian Relationships: **Sam Doe**

**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
Father	John	Doe								
- OR -										
<input type="checkbox"/> No Relationship										
Mother	Jane	Doe		<input checked="" type="checkbox"/>						

**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.

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Save And Continue >



## Personal Information Update Form

21. 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**

**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		<input type="checkbox"/>
- OR -				
<input type="checkbox"/> No Relationship				
Grandfather	Paul	Smith		<input type="checkbox"/>
- OR -				
<input type="checkbox"/> No Relationship				

[< Previous](#) [Save And Continue >](#)

22. 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**

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

- Jane Doe (Mother)
- John Doe (Father)
- Janet Doe (Grandmother)
- Paul Smith (Grandfather)

[< Previous](#) [Save And Continue >](#)



## Personal Information Update Form

23. Verify 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

Asian

Hispanic

Native American

Pacific Islander

White

**Save And Continue >**

24. Verify 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. \*

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**Save And Continue >**

## Personal Information Update Form

25. Add/update 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**

**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
<div style="border: 1px solid #ccc; display: inline-block; padding: 2px 10px; margin: 5px;">+ Add New Condition</div>			

< Previous
Save And Continue >

26. 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 verification form*

**Student Medication**

Line	Medication	Dosage 1	Frequency	Note:
<div style="border: 1px solid #ccc; display: inline-block; padding: 2px 10px; margin: 5px;">+ Add New</div>				

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

< Previous
Save And Continue >

## Personal Information Update Form

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

### Internet Access: **New Student**

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

< Previous

Save And Continue >

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## Personal Information Update Form

28. The School Selection screen will automatically populate with the School that your student is currently attending. **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](mailto:enroll@midlandps.org) or (989) 923-5024 to discuss School of Choice options.*

School Selection: **Sam Doe**

### Information

Based on the home address entered, you live within the attendance boundary of Midland High School

Student Home address:

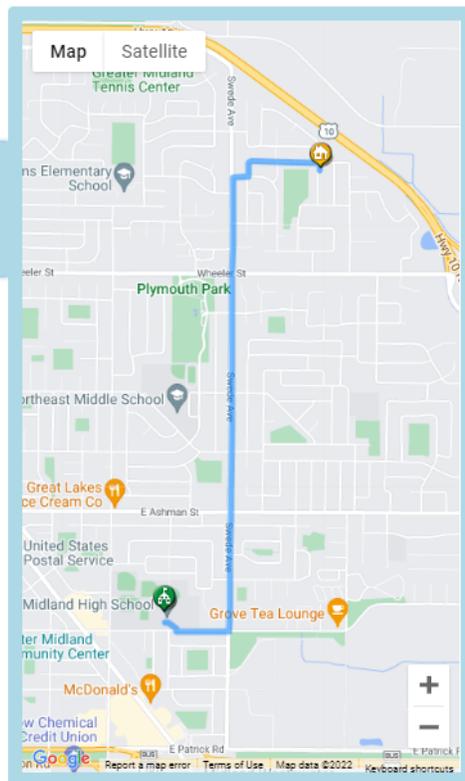
5420 Bloomfield Dr  
Midland, MI 48642-3280

\*Route and mileage is estimated and will be reviewed by transportation services

### 1. School Selection \*

Midland High School

1301 Eastlawn Dr, Midland, MI 48642-5746 - 2.6mi \*



< Previous Save And Continue >



## Personal Information Update Form

29. Verify/update 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 your 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 >](#)

## Personal Information Update Form

30. If you have additional students, select the Edit button and follow steps 13-29 for each additional student

### Students to enroll in 2022-2023

	First Name	Middle Name	Last Name	Gender	Grade	Status
<input type="button" value="Edit"/> <input type="button" value="Exclude"/> <input type="button" value="Delete"/>	Sam		Doe	Male	09	<input type="button" value="Complete"/>
<input type="button" value="+ 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
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31. When all student information has been completed, select the **Save and Continue** button
32. 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**
- Primary Home Address Verification document. This document can be a utility bill, lease agreement, rent receipt, mortgage statement, or purchase agreement.
  - Doctor's notes for any medications.
  - Custodial Documentation
  - Individual Healthcare Plans - if the student has health conditions that require a plan to be in place

## Personal Information Update Form

33. 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](#)

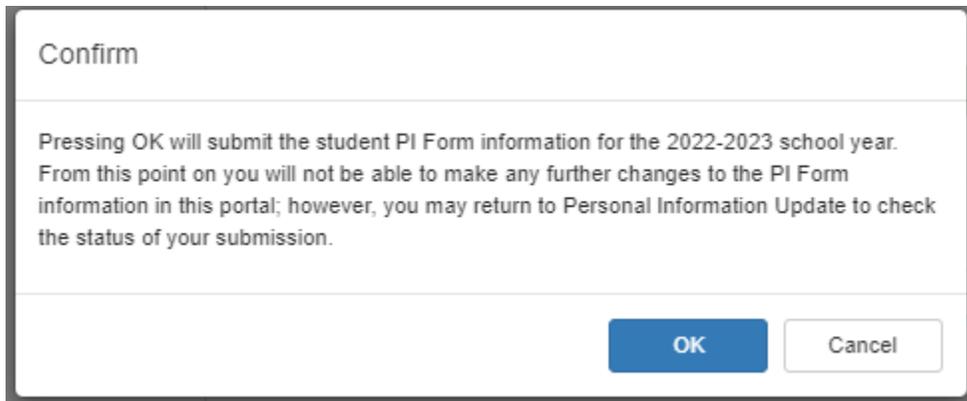
34. At the bottom of the review screen, click the checkbox to indicate that you have verified the information and select **Submit**.

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

[< Previous](#) [Submit](#)

## Personal Information Update Form

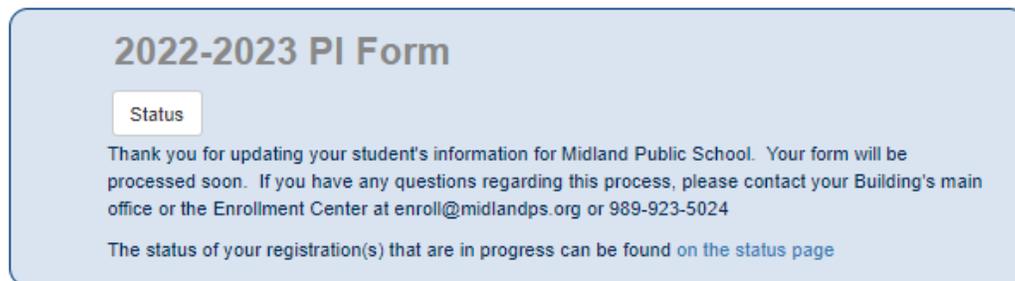
35. Select **OK** to confirm the submission of the verification.



Confirm

Pressing OK will submit the student PI Form information for the 2022-2023 school year. From this point on you will not be able to make any further changes to the PI Form information in this portal; however, you may return to Personal Information Update to check the status of your submission.

36. You will see a confirmation message and a Status button where you can view the status of your verification.



**2022-2023 PI Form**

Thank you for updating your student's information for Midland Public School. Your form will be processed soon. If you have any questions regarding this process, please contact your Building's main office or the Enrollment Center at [enroll@midlandps.org](mailto: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](https://mi-mps-psv.edupoint.com/PXP2_OEN_Login.aspx)

Online Registration Support: [enroll@midlandps.org](mailto:enroll@midlandps.org)