



## Tuition Preschool 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*
- *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 [enroll@midlandps.org](mailto:enroll@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](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.

The screenshot shows a web form titled "Login" for "Midland Public Schools". It includes two input fields: "User Name:" and "Password:". Below the password field is a "Forgot Password" link. A blue "Login" button is centered below the fields. At the bottom right, there is a "More Options" button with an upward arrow. At the bottom of the page, there are two links: "Create a New Account" with a power icon and "Forgot Password" with a lock icon.

2. Select the **Tuition Preschool New Student Registration form**. Select the form under the correct School Year you are registering your child.

### SELECT REGISTRATION TO BEGIN

Please select the online packet you would like to begin

#### 2023-2024 School Year

 23-24 New Student Registration - In District v2  <a href="#">More Info</a>	 Update Current Student/Family Info (PI form)  <a href="#">More Info</a>
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#### 2024-2025 School Year

 New Student Registration - In District  <a href="#">More Info</a>	 Same School/Moved out of Attendance Zone  <a href="#">More Info</a>	 Sem 1 School of Choice and In District Transfer
 <b>Tuition Preschool New Student Registration</b>  <a href="#">More Info</a>	 Update Current Student/Family Info (PI form)  <a href="#">More Info</a>	

3. Read the Welcome information on the screen, then select **Continue**.
4. To complete the Electronic Signature indicating that you are the account owner and providing accurate information, type your name exactly as 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 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 *	<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 >

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

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
<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="text"/>	( ) - *	<input type="text"/>	<input type="checkbox"/>	Yes <input type="text"/>	No <input type="text"/>

Email Address \*

10. 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.*

11. 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
<input type="button" value="Edit"/>	John	Doe	<input type="button" value="In Progress"/>

12. 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
<a href="#">+ Add New Emergency Contact</a>		
<input type="checkbox"/> Decline to specify any Emergency Contacts		

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

13. 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** 2023-2024

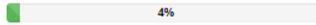
Please add or update student details for each student you want to enroll:

Students to enroll in 2023-2024

First Name	Middle Name	Last Name	Gender	Grade	Status
<a href="#">+ Add New Student</a>					

14. 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



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 *	<input type="text"/>
Legal Middle Name *	<input type="text"/>
No Middle Name	<input type="checkbox"/>
Legal Last Name *	<input type="text"/>
Suffix	<input type="text"/>
Gender *	<input type="text"/>
Birth Date *	<input type="text" value="MM/DD/YYYY"/>
Entering Grade *	<input type="text"/>
Primary Address *	<input type="text"/>
<div style="display: flex; justify-content: space-around;"><span>Student Home address</span><span>Student Mailing Address</span></div>	
Nickname	<input type="text"/>
Preferred First Name	<input type="text"/>
Preferred Last Name	<input type="text"/>
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)	<input type="text"/>

[← Previous](#) [Save And Continue →](#)

15. 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**

**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 >](#)

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 >](#)

17. 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	
<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="text"/>	( ) - *	<input type="text"/>	<input type="checkbox"/>	Yes	No	
<input type="button" value="+ Add New"/>									

18. State of Michigan requires a Child Information Card using a specific form. Please download the form from the link and fill it out. You can upload the form at the end of this Registration or it can be delivered to Pre-Primary Center. Select **Save and Continue**

Preschool Child Information Card: **New Student**

Please print and fill out the following form. The filled out form can upload it at the end of this Online Registration form or delivered to the Pre-Primary Center.

<https://www.midlandps.org/fs/resource-manager/view/a99e1487-08b0-4205-a242-6fd4dde3db5e>

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

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

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**.

RELATIONSHIPS



2022-2023

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

**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.

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
<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span style="font-size: 0.8em;">Grandmother</span> <span style="margin-left: 10px;">▼</span> </div> <p style="text-align: center; font-size: 0.8em;">- OR -</p> <input type="checkbox"/> No Relationship	Janet	Doe		<input type="checkbox"/>
<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span style="font-size: 0.8em;">Grandfather</span> <span style="margin-left: 10px;">▼</span> </div> <p style="text-align: center; font-size: 0.8em;">- OR -</p> <input type="checkbox"/> No Relationship	Paul	Smith		<input type="checkbox"/>

< Previous
Save And Continue >

22. Drag and drop emergency contacts into the order in 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:

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

< Previous
Save And Continue >

23. 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

Asian

Hispanic

Native American

Pacific Islander

White

**Save And Continue >**

24. 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. \*

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**Save And Continue >**

25. If either of the answers from the previous screen are not English, you will be required to fill out our Language and Literacy Background Survey.

By completing this screen and selecting any language other than English as a student's primary language or a primary language in the home, Midland Public Schools is obligated by law to screen your student's English proficiency unless this student has been screened and identified by another school district.

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midland public schools

LANGUAGE SURVEY 2023-2024

 48%

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Language and Literacy Background Survey: **New Student**

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By completing this screen and selecting any language other than English as a student's primary language or a primary language in the home, Midland Public Schools is obligated by law to screen your student's English proficiency unless this student has been screened and identified by another school district.

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**General Information**

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Has the child lived in other countries? \*

If yes, please list countries

## 26. Preschool Health App form

### Preschool Health App: **New Student**

Please print out the following form and take it to your doctor. The health app goes off the child's last well child or the coming well child checkup

Once filled out it can be faxed from the doctor to us at 989-923-6410 or you can upload it at the end of this Online Registration form.

<https://www.midlandps.org/fs/resource-manager/view/b9b8375a-ec76-47be-9703-afbdf1082478>

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Save And Continue >

27. 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**

#### 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
<a href="#">+ Add New Condition</a>			

< Previous

Save And Continue >

28. 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:
<div style="border: 1px solid #ccc; display: inline-block; padding: 5px; margin-bottom: 10px;">+ Add New</div>				
<div style="display: flex; align-items: flex-start;"> <div style="flex: 1; padding-right: 10px;"> <p>List any medications not listed above or provide additional comments about the medications to be taken at school</p> </div> <div style="flex: 2; border: 1px solid #ccc; padding: 5px;"> <div style="border-bottom: 1px solid #ccc; height: 20px; width: 100%;"></div> <div style="text-align: right; margin-top: 5px;"> </div> </div> </div>				

← 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**

**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 ever participated in any Special Education programs, services and/or has a 504 plan? \***

No  
 Yes

← Previous
Save And Continue →

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.

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31. Read and fill out the Information Release screen. Select **Save and Continue**.

Student Information Release: **New Student**

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	<input type="text"/>
Photo Release Opt Out	<input type="text"/>
Military Opt Out	<input type="text"/>

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

32. Read through the MCIR Release page and Accept or Deny the MCIR Consent to Release. Select **Save and Continue**.

MCIR Release: **Peter Parker**

I understand that MPS will release my child's immunization record and personally identifiable information to the Michigan Department of Health and Human Services and Local Health Department. I understand this information will be used to improve the quality and timeliness of immunization services and to help schools comply with Michigan Law.

You may withdraw your consent to share this information by notifying your child's school in writing at any time.

MCIR Consent to Release

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

33. Read the Preschool Payment Information screen. Select **Save and Continue**
34. In the School Selection drop-down, select **Pre-Primary Program at Carpenter Street School** and Select **Save and Continue**

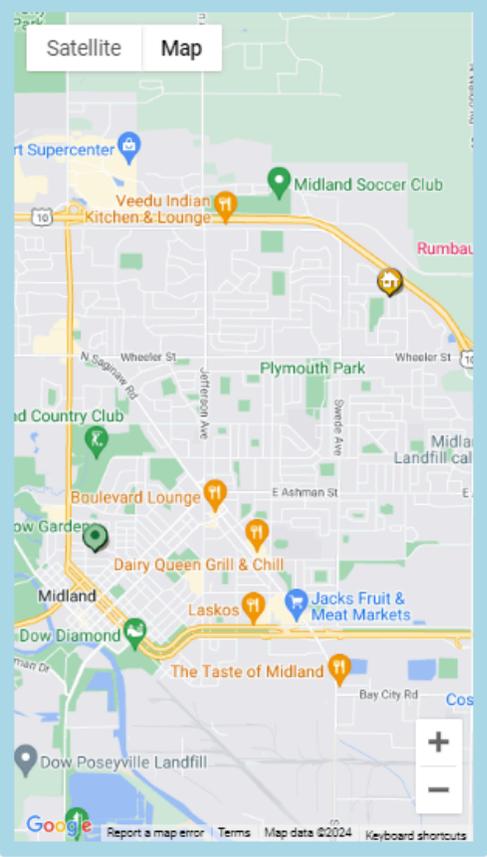
School Selection: **New Student**

**Information**

Please Select Pre-Primary Program at Carpenter Street School from the School Selection drop-down

Student Home address:  
5420 Bloomfield Dr  
Midland, MI 48642-3280

1. **School Selection \***



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

Students to enroll in 2023-2024

	First Name	Middle Name	Last Name	Gender	Grade	Enrolling Status	Status
<input type="button" value="Edit"/> <input type="button" value="Exclude"/>	New		Student			New	In Progress
<input type="button" value="Delete"/>							
<input type="button" value="+ Add New Student"/>							

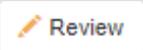
Students that will not be enrolled in this application:

Students to exclude from 2023-2024

First Name	Middle Name	Last Name	Gender	Grade	Reason

36. When all student information has been completed, select the **Save and Continue** button
37. Upload any of the following documents. You can also 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. 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.
  - b. Health App form
  - c. Child Information Card
  - d. Immunization records - for each student that is being enrolled at this time.
  - e. Doctor's notes for any medications.
  - f. 504 Plan - if so indicated on the Special Services screen. Please upload the individual plan for each student who is being enrolled at this time.
  - g. IEP - if so, indicated on the Special Services screen. Please upload the individual plan for each student who is being enrolled at this time
  - h. Custodial Documentation
  - i. Individual Healthcare Plans - if the student has health conditions that require a plan to be in place

38. Review the updated information by selecting **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
	Sam Doe	09	1. Midland High School	

39. 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

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

Confirm

Pressing OK will submit the student Tuition Preschool information for the 2024-2025 school year. From this point on you will not be able to make any further changes to the Tuition Preschool information in this portal; however, you may return to Tuition Preschool New Student Registration to check the status of your submission.





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

## 2024-2025 Tuition Preschool

### Status

Thank you for filling out the Midland Public School Tuition Preschool Enrollment form. Once the application is approved, you will receive an email from The Pre-Primary Center with a link to SchoolPay, giving you 72 hours to pay your \$50 non-refundable fee to hold your child's spot for the coming school year.

If you have any questions regarding this process, please contact the Enrollment Center or 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)