



2021-2022 Registration Guidelines

Due to COVID-19 restrictions ALL components of registration will be completed online and documents emailed.

Returning Students & New Students (No campus registration):

All students who attended Spencer-Westlawn and still lives in our school district need to register online for the 2021-2022 school year. Please email all documents to clockett@mcpss.com. Otherwise, please register in the district in which you live.

ALL RETURNING STUDENTS WILL NEED:

- Mortgage statement/lease
- Current Utility Bill
- Parent/Guardian Photo ID

NEW STUDENTS WILL NEED:

- Parent/Guardian Photo ID
- Mortgage statement/lease
- Current Utility Bill
- Birth Certificate
- Social Security Card
- Immunization
- Report Cards/Grades from previous school if you have it.

*****All Kindergarten students must be 5 years old by September 1, 2021*****

Please remember that you have to go to mcpss.com and complete online registration. Click on new student. Create a username and password. Keep this information where you can find it. **Complete all sections in the online registration portal in order for the information to be sealed.** Once you have completed online registration and emailed your documents, your child will be given a homeroom assignment.

Please email documents to clockett@mcpss.com. Put your child's full name and grade in the subject line and a telephone number where you can be reached.

If you have any questions or concerns, please email clockett@mcpss.com.

Online Registration-Register Online Today		www.mcpss.com
Grade	Date	E-mail all documents
Kindergarten or new to MCPSS	July 27-August 4	clockett@mcpss.com
1-5 grades	May 10 - June 9 July 27-August 4	clockett@mcpss.com

Thank You,

Chandra Lockett, Registrar
Tivella Davis, Principal