

ALL NEW students are **REQUIRED** to have **TWO PROOFS** of residence as shown below.  
 ALL incoming **K5** students are required to have an UPDATED original Alabama Certificate of Immunization.

### Parents/Guardians-Emergency Contacts for ALL Students attending Chastang-Fournier K-8 School

It is very important when registering your child to list the legal name of ALL guardians, parents and emergency contacts. **ONLY** those contacts (who are **18 years of age or older** and have a **valid picture I. D.**) that **YOU** (parent or guardian) list when you register your child **online** will be allowed to see or pick up your child. These requirements are for your child's safety. **NO EXCEPTIONS** will be made during the year. We **CANNOT** accept written or phoned in requests.

## Returning Students to Mobile County Public School

### Returning Students Online Registration Steps

1. Go to [www.mcps.com](http://www.mcps.com)
2. Under **Register, Online Registration**, then select **Returning Students**
3. Enter **Username** (same as **INOW** username to check grades) and **Password** (reg2021)
4. Follow steps as shown until complete



### Documents Required for Returning Students

1. All Registration documents must be signed.
2. **NO** proofs are required for **RETURNING CHASTANG-FOURNIER K-8 STUDENTS ONLY**
3. **TWO** proofs are required for Students that are **NEW to Chastang-Fournier K-8**

## First Time Entering Mobile County Public School System

### New Students Online Registration Steps

1. Go to [www.mcps.com](http://www.mcps.com)
2. Under **Register, online registration**, then select **New Students**
3. Create a **Username and Password**
4. Follow steps as shown until complete



### Documents Required for New Students ONLY

- Provide **PARENT/GUARDIAN'S** current picture identification (Driver's license or non-driver I.D.)
- Student's Social Security Card
- Student's **ORIGINAL** Certified Birth Certificate
- Original Alabama Certificate of Immunization -Guardian may go to the local health department or a private doctor
- A copy of student's most recent report card and any school records from previous school (ex: I.E.P., 504 Plan, etc)
- \*Two proofs of residence as listed below

### Picture I. D. \* Picture I.D. & TWO PROOFS of Residence Required



**\*\*Proofs must be dated within the LAST 30 DAYS\*\***

**\*ONE OF THESE with PARENT/GUARDIAN'S name and current street address**

- Property Tax Receipt or Deed
- Apartment/House Rent Receipt or Lease Agreement
- Mortgage Statement or Payment Book
- Homeowner's Insurance Statement

**\*AND ONE OF THESE with PARENT/GUARDIAN'S name and current street address**

- Utility Bills (Power, Water, Gas or Deposit Receipt)



**\*\*\*Online Registration and all forms MUST be complete before registration is complete\*\*\***

## Submitting proofs

Proofs may be submitted by any the following ways:

1. Scanning/Emailing to [chastangregistration@mcpss.com](mailto:chastangregistration@mcpss.com)
2. Fax to 251-221-2080
3. Mail to 2800 Berkley Ave. Mobile, Al 36617
4. Drop off (in a sealed envelope) at 2800 Berkley Ave. Mobile, Al 36617 (in front of school)

\*\*\*\* When submitting proofs please be sure to include the student's full name, D.O.B., Grade, and Previous School Contact Info.

**\*New/Returning Students with a change of address or have no proof of residence in the parent/guardian's name\***

An enrollment assessment form online at [www.mcpss.com/enrollmentassessment](http://www.mcpss.com/enrollmentassessment) will need to be completed. If you have any questions, no internet access or need assistance concerning the enrollment assessment please call 251-221-7777 and select option 6.

\*\*\*\*It is important that ALL New/Returning students complete their 2020-2021 registration and enrollment process as soon as possible! Our scheduling team is in the process of scheduling students for the new school year.

**\*\*\*\*ONLINE REGISTRATION MUST BE COMPLETE BY JUNE 1, 2020**  
**\*\*\*\*\*PROOFS MUST BE TURNED IN BY JULY 1, 2020**

If you have any questions or concerns please feel free to send an email to [chastangregistration@mcpss.com](mailto:chastangregistration@mcpss.com) or call the school at 251-221-2081.

Stay Safe. Have a wonderful summer. We look forward to seeing you all next school year.

Kfoxx, Registrar