



Spencer-Westlawn Elementary 2021-2022 Registration Guidelines Effective July 26, 2021

Returning Students

Student was enrolled at a MCPSS school last school term.

Step 1	<p>If the enrolling parent completed online registration in April, May, or June using the MCPSS online portal, move to “Step 2”</p> <p><i>*If you did not register online, you must complete the “MCPSS Change of Student Enrollment Form” before moving to “Step 2”.</i></p> <p>The form can be found online, or a copy can be given to you from the school.</p>
Step 2	<p>The enrolling parent/legal guardian should e-mail all necessary documents to clockett@mcpss.com.</p> <p>Documents Needed-All documents must be in the enrolling parent’s name.</p> <ul style="list-style-type: none"> • MCPSS Change of Student Enrollment Form • Mortgage statement/lease • Current Utility Bill • Parent/Legal Guardian Photo ID • Include child’s name, grade, and a contact phone number in e-mail
Step 3	<p>Call Mrs. Lockett at 251-221-1705 to verify that all documents have been received and the student is officially enrolled.</p>

Students will not automatically roll over to the new Power Schools system. **The registration process must be completed for your child to be added to a class roster.** Register now! Students can not “show up” on the first day of school and expect to have an assigned teacher.

New Students

Student is a kindergarten student or went to a school outside of the MCPSS system last school term.

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

Step 1	<p>Go online to the MCPSS registration portal at mcpss.com/registration to register your child.</p>
Step 2	<p>The enrolling parent/legal guardian should e-mail all necessary documents to clockett@mcpss.com.</p> <p>Documents Needed-All documents must be in the enrolling parent’s name.</p> <ul style="list-style-type: none"> • Mortgage statement/lease • Current Utility Bill • Parent/Legal Guardian Photo ID • Birth Certificate • Social Security Card • Immunization • Report Card/Grades from previous school • Include child’s name, grade, and a contact phone number in e-mail
Step 3	<p>Call Mrs. Lockett at 251-221-1705 to verify that all documents have been received and the student is officially enrolled.</p>

CHANGE OF STUDENT ENROLLMENT INFORMATION

Student: _____			
First	Middle	Last	DOB

Parent/Guardian (1):			Parent/Guardian (2):		
Home Phone #:	Work #:	Cell Phone #:	Home Phone #:	Work #:	Cell Phone #:
Email Address:			Email Address:		
Current Mailing Address:			Current Mailing Address:		
City, State, Zip Code:			City, State, Zip Code:		

Emergency Contacts Must Be 18 Years Old or Older

Adding	Removing	<i>(Circle Type of Change)</i>	Adding	Removing
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Emergency Contact (1):			Emergency Contact (2):		
Relationship:			Relationship:		
Home Phone #:	Work #:	Cell Phone #:	Home Phone #:	Work #:	Cell Phone #:
Address:			Address:		
City, State, Zip Code:			City, State, Zip Code:		
Does this individual have permission to check out this student? Please Circle YES NO			Does this individual have permission to check out this student? Please Circle YES NO		

Adding	Removing	<i>(Circle Type of Change)</i>	Adding	Removing
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Emergency Contact (3):			Emergency Contact (4):		
Relationship:			Relationship:		
Home Phone #:	Work #:	Cell Phone # :	Home Phone #:	Work #:	Cell Phone #:
Address:			Address:		
City, State, Zip Code:			City, State, Zip Code:		
Does this individual have permission to check out this student? Please Circle YES NO			Does this individual have permission to check out this student? Please Circle YES NO		

Health Changes

I hereby certify that the information above is true and correct, and I understand that if I intentionally falsely enroll the student named above in a school not in his or her proper attendance zone, the student may be denied any credit for school work completed while improperly attending the out-of-district school. I further certify that this declaration is not given for the purpose of evading the effect of any court order. I also understand that this certificate is subject to filing in the United States District Court for the Southern District of Alabama, and I consent to its filing with the United States authorities if required.

Parent's/Guardian's Signature: _____	Date: _____
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