How to Enroll your Student Online

TIPS AND REMINDERS

- If you are working on a student's enrollment and you are taking a long time, the system may time out. You will have to log out and log back in to get back where the system stopped saving your work.
- If ever you have any questions, you can call 231-720-2013 or email jluptak@mpsk12.net for assistance.
- You can email jluptak@mpsk12.net , fax 231-720-2066, or bring your required documents to any of our buildings for us to upload them for you.
- If you need a computer to do your enrollment, all our buildings have a computer and someone to assist you with enrollment.
- The required documents that all students must have when enrolling are:
  - Proofs of Residency: Must be dated within 30 days of enrolling. Take mail out of the envelope and we must see the company name, your name and address and date. This must be something from the mail of importance; i.e., utility bill, doctor bill, phone bill, water bill…
  - Parent/Guardian's Identification: driver's license or passport.
  - Birth Certificate
  - Official Michigan Immunization Record: You can get them from the Health Department or your doctor's office.
  - Copy of most recent Special Education IEP (if applicable).
  - Custody/Guardianship court documentation. This is if only if you are not the birth parent, or legal parent. Your name must appear on the birth certificate to Not have to provide a guardianship document.
  - For High School students, the last transcript from previous school.
- For incoming Kindergartners, your student must turn five on or before 12/1 to enroll into kindergarten.
- MPS has a PRE-K for all program, but the student must be 4 years old and live in our district to apply. Go to www.muskegonpublicschools.org and click on the link: https://www.jotform.com/220343682179155 or https://muskegonpublicschools.org/Core/News/Article/1071/ from the flier on the home page, or just use this link.
  - You will have to apply for eligibility approval.
  - Once approved, you will come see Judi Luptak, Central Registrar, 1458 Fifth Street, Room C126 to get an enrollment packet.

GETTING STARTED:

Go to www.muskegonpublicschools.org or
https://cas.mpsk12.net/cas_MuskegonMI/login

Under Parent Resources, click on Enrollment Information

Parents are an integral part of the educational process at Muskegon Public Schools! We value the opportunity to partner with you in the education of your child. Essential information and resources are available through these links.

COVID-19 Information

Enrollment Information

Hackley Community Care School-Based Health Programs

Homeless Student Assistance Program

PowerSchool Parent/Student Login

Protect MI Child Registry

Read Early, Read Often

School Supplies

The Nancy K. And Sherman Poppen Program

Grade Level Curriculum And Learning Resources For Families

Technology Support Videos And Information

In the first paragraph, you will see "Click here", by clicking on a link it will take you to our online enrollment system

Enter your Username and Password

Welcome to the Muskegon Public Schools Enrollment Syst
system, please click the link below and then click "Start" c
a username and password. If you already have a usernam
enter them to the left to access Gateways. For security rea
Exit your web browser when you are done. The services l
accessed without authentication.

Username:

Password:

LOGIN   **CLEAR**
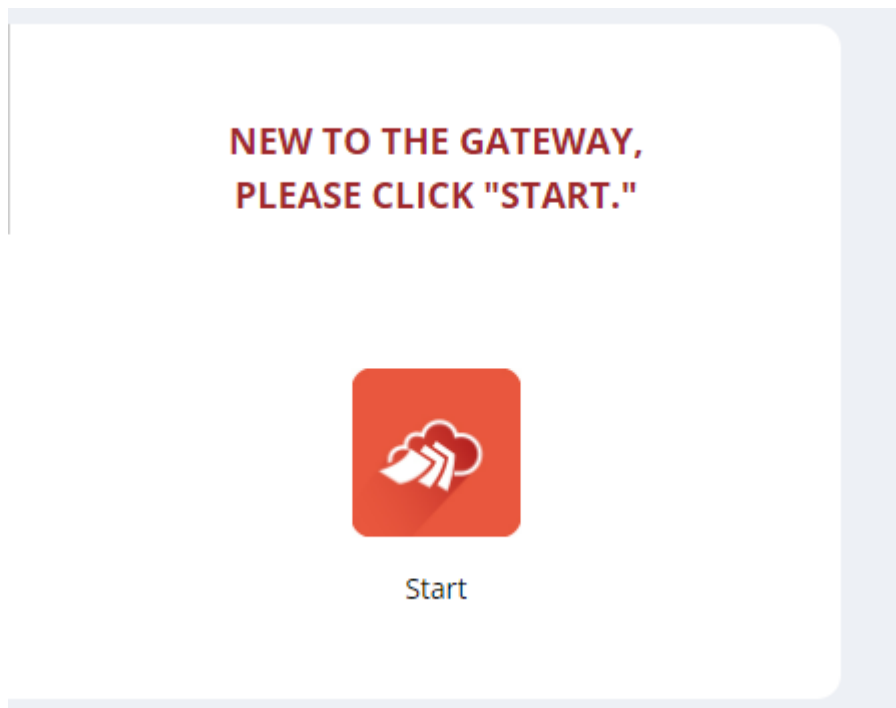
Forgot your password?

Registration Gateway

If this is your first time enrolling a student with MPS online, click on the "Registration Gateway" box. Then click on the "Start" box

NEW TO THE GATEWAY, PLEASE CLICK "START."

Start

Please read Before You Get Started for any information that you may need to know. Then click on "I'm ready to begin" on the bottom of the screen

☐ **I'm ready to begin**

SAVE AND NEXT

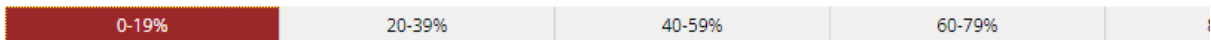Once you click the box "I'm ready to begin", the "Save and Next" box will turn red, click on this box

☑ **I'm ready to begin**

SAVE AND NEXT

Create or Edit My Account: This is where you will set up your username and password

Create or Edit My Account
New Student Gateway

0-19%	20-39%	40-59%	60-79%	

Username *

Enter your unique username

Email address (needed if you forget your password)

Needed if you forget your password

Password *

Must contain 1 number and be 6 characters

Challenge Question (in case you forget password) *

What is your favorite movie?   ▼

Confirm Password *

Confirm your password

Challenge Answer (ANSWER IS CASE SENSITIVE) *

Answer is case sensitive

SAVE AND NEXT

Once you fill in all the information, the "Save and Next" box will turn red and then you click on it to move to the next screen.

SAVE AND NEXT

Primary Contact: You must be the birth parent or listed on the student's birth certificate, or have legal guardianship documentation to enroll your student(s). Answer the three questions before moving to the next screen:

Primary Contact
New Student Gateway

| 0-19% | 20-39% | 40-59% | 60-79% | 80-100% |

BACK   **SAVE AND NEXT**

Only a parent/legal guardian is allowed to register a student. The student must reside with this guardian. Contact information on this page is used for both this guardian and the student.

Parent/Guardian first name *
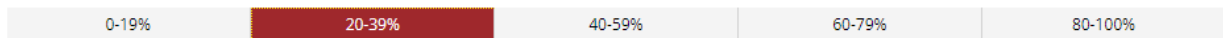
[As it appears on valid photo id]

Parent/Guardian last name *

[As it appears on valid photo id]

Do you have full or partial legal custody of the student you are registering? *

○ Yes

○ No

BACK   **SAVE AND NEXT**

As you can see, as you complete the screens, the bar below shows your progress:

| 0-19% | 20-39% | 40-59% | 60-79% | 80-100% |

Some questions, once answered, may have another question that will pop up, make sure to answer all questions on the screens. Your student's enrollment will be delayed until you have completed all questions.

Household Information Report (Meals Program): We provide all MPS students with free breakfast and lunch. To continue to receive these grant funds, all families must complete this information:

0-19%	20-39%	40-59%	60-79%	80-100%

BACK **SAVE AND NEXT**

Great news for you and your children! All students at Muskegon Public Schools can receive a FREE healthy breakfast and lunch at school during the school year.

Our school is getting free meals for all students as part of the National School Lunch Program (NSLP) and School Breakfast Program (SBP) through a choice for schools called the Community Eligibility Provision (CEP).

In order for ALL Muskegon Public School students to continue to receive FREE meals, every household must complete the Household Income Survey every school year.

Click here to complete this required document.

After completing the meal application, you MUST return to this window to complete the registration process!

I have completed the meal application online. THIS DOES NOT INDICATE THAT NEW STUDENT REGISTRATION IS COMPLETE. *

○ Yes

○ No

Household Size: (Select the size of your household including all students Pre-K -12, plus parents and your annual income) *

▼

BACK **SAVE AND NEXT**

When you click on "Click here", it will open another website:

Just enter as a "Guest":

TERMS OF USE

Any access to and use of the familyportal.cloud domain, its
as set forth in this document as they are amended from tim

Scroll to the bottom of this screen and click "Accept":

| DECLINE | ACCEPT |

The next screen will be "Privacy Policy":

Privacy Policy

PRIVACY POLICY

Effective July 1, 2021

Meal Magic Corporation ("we", "us", or "our") offe
our various websites (collectively, the "Sites") or c
Properties").

Scroll to the bottom of this screen and click "Accept":

| DECLINE | ACCEPT |

The next screen will be "School Year""

School Year

If you provide household information now,

To help district programs from July 1, 2022

Do you want to respond now?

Make sure to click on "Yes" to move to the next screen:

NO	YES

HIR Instructions

Dear Parent or Guardian:

We are pleased to inform you that v
Breakfast Programs.

The **GREAT NEWS** is that **ALL** stude

BACK	NEXT

Important Information

In accordance with Federal civil rights law and U.S. Dep
and employees, and institutions participating in or adr
origin, sex, disability, age, or reprisal or retaliation for

Persons with disabilities who require alternative mean:

BACK	NEXT

Next screen will be "Children"; you will add all Pre-K through 12 students and all Household Members living in the house that shares income and expenses, even if not related:
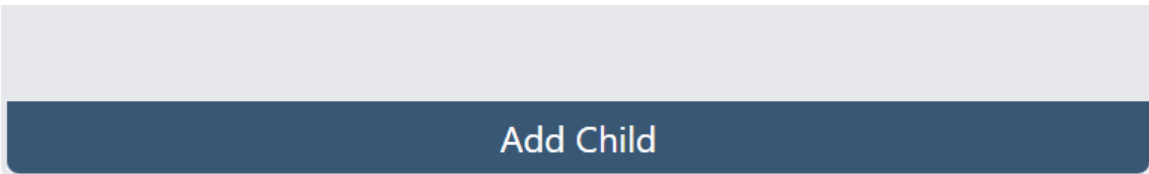
Children

Add ALL Household Members who are students expenses, even if not related.

Children
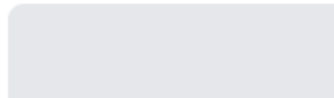
Click on "Add Child". This will open another screen:

Add Child

Fill in the child's information in each box:

Add Child

First Name

Birthdate

mm/dd/yyyy

Middle (optional)

Student ID (optional)

Last Name

Living Status

School

Grade

Then click on "Done":

CANCEL   DONE

You will continue to click on "Add Child" and fill in the information for each child living in the home Pre-K through 12. After you finished add all the children, click on "Next":

BACK   NEXT

The next screen is "Benefits":

Benefits

If any member of your household receives SNAP, TANF, or FDPIR, indicate which assistance program, enter the Case Member's name.

Benefit Type

None

If you receive SNAP benefits, click on SNAP and enter your Name and Case Number which will start with the number 1 and will be nine digits long. If you do not receive SNAP, indicate None.

Benefit Type

SNAP

Name

Case Number

Then click on "Next":

BACK   NEXT

Next screen is "Household Size & Income". Enter the total number of people living in the household into the "Household Size" box:

🏠 Household Size & Income

Enter the number of people residing in your househol

Household Size

[   ]

Then choose the "Income Range" for the household. This total will include all individual receiving any income:

Income Range

○ $22,646 or less

○ Above $22,646 but no more than $32,227

○ Above $32,227

Then click on "Next":

[BACK]   [NEXT]

Next screen is "Head of Household". Enter the name of the person enrolling the student:

👤 Head of Household

Enter your name as head of household or adult designee who is su

First Name

[   ]

Last Name

[   ]

Then click on "Next":

BACK	NEXT

Next screen is "Contact Information". This will be the contact information of the person enrolling the student:

Contact Information

Please enter your contact information so that we can reach you in case there are

Address Line 1

Address Line 2 (optional)

City

State

ZIP

Home Phone (optional)

Then click on "Next":

BACK	NEXT

The next screen is "Final Review":

Final Review

Here is a summary of the information you provided. If everything looks good, cl
information, click it to go back.

Children

Test Test

Benefits

None

Household Size & Income

2 people

Signer

Brenda Test

Contact Information

✉ 1458 5th Street
Muskegon, MI 49441

@ bkota@mpsk12.net

Then click on "Next":

BACK   NEXT

Next screen is your "Signature":

✎ Signature

I certify (promise) that all information on this form
amount of State or Federal funding allocated to m...

Signature

[green signature box]

Just click the "Signature" box and your name will appear in the box:

Signature

Brenda Test
Signed 6/7/2022, 2:32 PM

Then click "Finish":

| BACK | FINISH |

Next screen will say "HIR Completed":

✔ HIR Completed

You have successfully completed the Household Information Report.

Then click "Done":

DONE

It will then go back to the beginning. You can just click on the tab that opened, or just click back on the Registration Gateway tab to get back to the online enrollment for your student:

"New Student Gateway" screen:

New Student Gateway

| 0-19% | 20-39% | 40-59% | 60-79% | 80-100% |

BACK   **SAVE AND NEXT**

Great news for you and your children! All students at Muskegon Public Schools can receive a FREE healthy breakfast and lunch at school during the school year.

Our school is getting free meals for all students as part of the National School Lunch Program (NSLP) and School Breakfast Program (SBP) through a choice for schools called the Community Eligibility Provision (CEP).

In order for ALL Muskegon Public School students to continue to receive FREE meals, every household must complete the Household Income Survey every school year.

Click here to complete this required document.

After completing the meal application, you MUST return to this window to complete the registration process!

I have completed the meal application online. THIS DOES NOT INDICATE THAT NEW STUDENT REGISTRATION IS COMPLETE. *

○ Yes

○ No

Household Size: (Select the size of your household including all students Pre-K -12, plus parents and your annual income) *

[▼]

BACK   **SAVE AND NEXT**

To complete the screen simply click on "Yes":

I have completed the meal application online. THIS DOES NOT INDICATE THAT NEW STUDENT REGISTRATION IS COMPLETE. *

○ Yes

○ No

Then enter your household size by clicking on the drop down arrow:

Household Size: (Select the size of your household including all students Pre-K -12, plus parents and your annual income) *

[▼]

Once you choose the size, another box will pop up. Make sure to indicate the income for the household:

Income *

○ At or below $22,646

○ Between $22,647 and $32,227

○ At or above $32,228

Then click on "Save and Next":

BACK	SAVE AND NEXT

If the next screen comes up as this:

NEW TO THE GATEWAY, PLEASE CLICK "START."

Start

Click on the "Start" box and it will take you to here:

Before You Get Started
New Student Gateway

Exit

0-19%	20-39%	40-59%

Dear Parent/Guardian,

Welcome to Muskegon Public Schools' Student Registration portal. You must
to be enrolled. As you go through the pages, you will be asked to upload th
documents and upload. Mail must be taken out of the envelope and we mus

Click "Exit" and you will have to log back in. The system times out after a certain amount of non-activity:

Strong Schools, Stronger Communities

Enter your Username and Password

Welcome to the Muskegon Public Schools Enrollment Sy:
system, please click the link below and then click "Start"
a username and password. If you already have a usernal
enter them to the left to access Gateways. For security r
Exit your web browser when you are done. The services
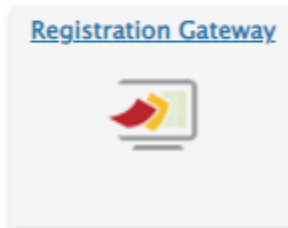accessed without authentication.

Username:

Password:

Registration Gateway

LOGIN   CLEAR

Forgot your password?

Enter your Username and Password and then Login. Then click on Registration Gateway:

Log In Successful

You, Te
shown
your we

Registration Gateway

Log Out
Test2
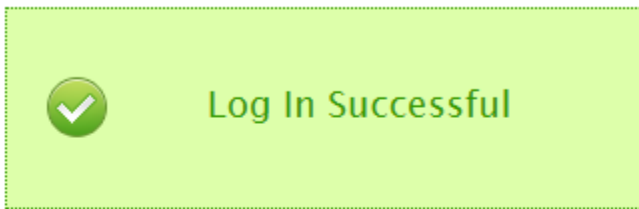
You will then be on the screen that shows your student(s):

This page displays all records this user has access to view/edit. If your record is not yet finalized you can click edit to update information. Please make sure you have read and saved information from the Checklist as you may need it after this Gateway process.

First Name	Last Name	Status		
--	--	Your Action Needed	☑ Edit	🗑 Delete Student

ADD STUDENT   **FAMILY REVIEW**

This screen does not show the student's name because we have not entered it yet. Simply click on "Edit":

☑ Edit
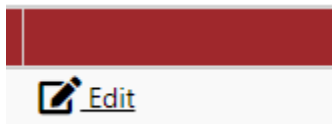
This will take you to where you left off:

0-19%	20-39%	40-59%	60-79%

BACK   **SAVE AND NEXT**

Only a parent/legal guardian is allowed to register a student. The student must reside with this guardian. Contact inform used for both this guardian and the student.

Parent/Guardian first name *

Brenda

Parent/Guardian last name *

Test

Do you have full or partial legal custody of the student you are registering? *

⦿ Yes

○ No

Do you live with the student? *

⦿ Yes

○ No

BACK   **SAVE AND NEXT**

I happened to have left off here before the system timed out. Click on "Save and Next" to move to the next screen.

Student screen:

Student
New Student Gateway

0-19%	20-39%	40-59%	60-79%	80-100%

DELETE STUDENT   **BACK**   **SAVE AND NEXT**

What school year are you enrolling this student for? *

Student first name *
As it appears on the student's birth record

Does this student have a middle name? *
○ Yes
○ No

Student last name *
As it appears on the student's birth record

Student suffix

Date of birth (You can type in mm/dd/yyyy) *
##/##/####

Upload Birth Certificate here
+ Browse

Was the student born outside of the US?

Gender *
○ Male
○ Female

Primary phone number *
##########

Add an additional phone number? *
○ Yes
○ No

Phone type *

With whom does this student live? *

Grade student will be entering *

Does this student live in the district? *
○ Yes
○ No

BACK   **SAVE AND NEXT**

As you go through the screens there will be places asking you to upload certain documents. You can take a picture or provide an electronic version of the requested item. If you have trouble uploading the required documents, you can take a picture and email them to: jluptak@mpsk12.net and I will upload them for you:

Upload Birth Certificate here

+ Browse

Wa

Gender *

Answer all questions on this screen before moving to the next screen. Remember, some questions will have pop up questions that will need to be answered before moving to the next screen. See Example below:

Street number *

1458

Street direction, name and type *

5th St

Does this address include an apartment/building/unit? *

○ Yes

◉ No

City *

Start typing to see a list of options

State *

Michigan

Zip code *

49441

School you think this student will attend *

Bunker Elementary School

When you enter your address and you live in our district, just enter in your house numbers under "Street Number and then select your house number. Once you have selected your house number you can select your street direction, name and type. If your street name is not listed, select "other" at the bottom of the list. Another box will pop up for you to fill in:

Street number *

1458

Street direction, name and type *

Other

Please enter street direction, name, and type *

Does this address include an apartment/building/unit? *

○ Yes

◉ No

Simply type in your street name as listed on your mail.

Then you will see "School you think this student will attend box". Select To Be Determined:

School you think this student will attend *

To Be Determined

Then select the building you want your student to attend:

Your address indicates you do not live in the district. Which school
would you like your student to attend? *

Bunker Elementary School
Oakview Elementary School
Marquette Elementary School
Moon Elementary School
Muskegon Middle School
Muskegon High School

If you do not live in the MPS school district, the Central Registrar will contact your
student's previous school and then will work with the building Principal you
chose for enrollment approval.

Then select "Save and Next" to move to the next screen:

BACK   **SAVE AND NEXT**

If you miss a question, the screen will look like this for whatever question you
missed:

City *

Start typing to see a list of options

Simply go back and answer all unanswered questions and the click on "Save
and Next":

BACK   **SAVE AND NEXT**

Guardian Information:

Guardian Information – Test Test
New Student Gateway

0-19%	20-39%	40-59%	60-79%	80-100%

DELETE STUDENT   **BACK**   **SAVE AND NEXT**

Primary Guardian

First name *
Brenda

Last name *
Test

Again, certain questions will have pop up screens once you answer a question. Make sure to answer all questions.

You are asked for an email address, if you do not provide one, you will not receive notifications in regards to your student's enrollment process or incompletion.

You are asked to upload Guardianship documents, if you indicate you are the student's legal guardian, you can upload at the time or email it to jluptak@mpsk12.net:

Relationship to student *
Legal Guardian

Upload Guardianship Document here
+ Browse

Does this parent/guardian have full or partial custody of this student? *
● Yes
○ No

Upload Parent/Guardian ID here
+ Browse

In addition, you are asked to upload your Parent/Guardian ID on this screen. If you cannot, please email it to jluptak@mpsk12.net.

There is a place to put up to three contacts, just make sure to indicate that you would like to add another guardian marking yes and another guardian will pop up:

I (parent) am an active member of the US Military Services *

○ Yes

● No

Would you like to provide information on this student's second guardian? *

● Yes

○ No

Secondary Guardian

First name *

Last name *

Upload Guardianship Document here

+ Browse

You are asked to upload guardianship documents for each contact. You do not have to provide this for the additional contacts. If you are entering another parent such as mother or father, you can upload his or her Id under the "Upload Parent/Guardian ID here.

The last question on this screen is where you will upload your proofs of residency. Take a piece of mail out of the envelope and take a picture or electronic file showing the company name, your name and address and the date of the item. It must be dated within 30 days of time of enrollment:

Upload first Proof of Residency document here

+ Browse

Upload second Proof of Residency document here

+ Browse

Again, if you are not able to upload the documents, just simply email them to jluptak@mpsk12.net.

Once you have completed this screen hit "Save and Next":

BACK   **SAVE AND NEXT**

If you have not finished any of the questions, it will indicate by highlighting the questions you did complete:

First name *

As it appears on valid photo ID

* Required

Sibling(s): This is where you will enter all other children 21 years of age or younger:

Sibling(s) – Test Test
New Student Gateway

0-19%	20-39%	40-59%

DELETE STUDENT	BACK	S

Does the student have any siblings, living in the same household, that are 21 years of age or younger? *

○ Yes

○ No

BACK	SAVE AND NEXT

If you have other children, simply indicate "Yes" and a box will pop up asking for "How Many":

How many? *

[▼]

Indicate how many children you need to enter. Then boxes will appear for the number in which you indicated:

Sibling 1

First name *

Last name *

Date of birth *

Gender *
○ Male
○ Female

##/##/####

Grade

School attending

Once you have completed this screen, click "Save and Next":

BACK   **SAVE AND NEXT**

Student Race/Ethnicity:

Student Race/Ethnicity – Test Test
New Student Gateway

| 0-19% | 20-39% | 40-59% | 60-79% | 80-100% |

DELETE STUDENT   **BACK**   **SAVE AND NEXT**

We collect and record ethnic identity of students in accordance with federal categories and definitions. The information is confidential in accordance with all state and federal student privacy laws and regulations and will be used to:
- Plan educational programs and make sure they are readily available to all students
- Analyze differences in academic performance, attendance and completion of school
- Report information to the state and federal education departments

Answer the questions:

Is the student Hispanic or Latino? *	American Indian or Alaska Native *
○ Yes	○ Yes
○ No	○ No

Asian *	Black or African American *
○ Yes	○ Yes
○ No	○ No

Native Hawaiian or other Pacific Islander *	White *
○ Yes	○ Yes
○ No	○ No

Some screens has "Click here" these links are for more information, if you need it, but it is not required to click on them:

Click here to view the Guidelines for Race and Ethnicity Information.

Once you finished the questions, click on "Save and Next":

[BACK]   [SAVE AND NEXT]

Migrant Education:

Migrant Education – Test Test
New Student Gateway

0-19%	20-39%	40-59%	60-79%	80-100%

[DELETE STUDENT]   [BACK]   [SAVE AND NEXT]

The Migrant Education Program (MEP) is authorized by Title I Part C of the Elementary and Secondary Education Act of 1965 (ESEA). The MEP provides formula grants to local education agencies to establish or improve education programs for students who may qualify for the program.

Your students may be eligible for additional educational help through this program. Please complete the short survey below.

Has your family moved in the last 36 months to seek or obtain agriculture or fishing-related work? *

○ Yes

○ No

Answer the question and click on "Save and Next":

McKinney-Vento:

Remember some questions have pop up screens based on your answer. Make sure to answer all questions and click on "Save and Next":

If at any time, you may need to go back to a screen, simply click on back until you get to the page you need to be.

Previous School:

Previous School – Test Test
New Student Gateway

0-19%	20-39%	40-59%	60-79%	80-100%
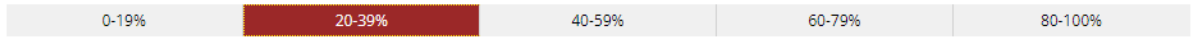
DELETE STUDENT   **BACK**   **SAVE AND NEXT**

Has the student previously attended school? *

○ Yes

○ No

Special Services

Make sure to answer all questions and any pop up questions before clicking on "Save and Next":

BACK   **SAVE AND NEXT**

Home Language Survey:

Home Language Survey – Test Test
New Student Gateway

0-19%	20-39%	40-59%	60-79%	80-100%
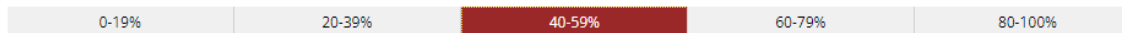
DELETE STUDENT   **BACK**   **SAVE AND NEXT**

Language

Answer all questions before clicking "Save and Next":

BACK   **SAVE AND NEXT**

Emergency Contacts:

Emergency Contacts – Test Test
New Student Gateway

| 0-19% | 20-39% | 40-59% | 60-79% | 80-100% |

DELETE STUDENT   **BACK**   **SAVE AND NEXT**

Emergency Contact 1- Must be someone other than parents/guardian.

First name *

Last name *

This is where you will list anyone you would like us to contact, if we cannot reach you during an emergency. You can list up to three people.

You must add at least one contact before clicking "Save and Next":

BACK   **SAVE AND NEXT**

Transportation:

Transportation – Test Test
New Student Gateway

| 0-19% | 20-39% | 40-59% | 60-79% | 80-100% |

DELETE STUDENT   **BACK**   **SAVE AND NEXT**

Disclaimer: If within walking distance, transportation not provided. If you do not live in our district, no transportation provided.

Transportation

If you live within one mile of your elementary building, all students are within walking distance. If you live within a mile and half from the Middle or High School, all students are within walking distance. If you are not sure, fill out the transportation and Transportation will let you know your transportation information once your student is enrolled.

Again, some questions have pop-up questions based on your answers. Make sure to answer all questions before clicking "Save and Next":

BACK   SAVE AND NEXT

Social Restriction(s):

Social Restriction(s) – Test Test
New Student Gateway

| 0-19% | 20-39% | 40-59% | 60-79% | 80-100% |

DELETE STUDENT   BACK   SAVE AND NEXT
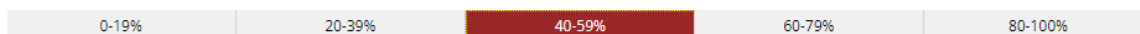
Is there any individual not permitted to have contact with the student? *

If you indicate "Yes", you will be asked who the person(s) is and you will have to provide the court order so that we may enforce it. If you have any issues with uploading, email it to jluptak@mpsk12.net .

After completing this screen and questions, click on "Save and Next":

BACK   SAVE AND NEXT

Medical:

Medical – Test Test
New Student Gateway

| 0-19% | 20-39% | 40-59% | 60-79% | 80-100% |

DELETE STUDENT   BACK   SAVE AND NEXT
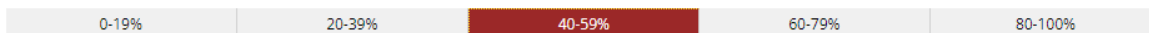
School Based Health Services

According to data from the National School-Based Health Alliance, when students are healthy, they miss less school and concentrate better in class.

Make sure to answer all the questions before clicking on "Save and Next":

Immunizations:

All students must be up-to-date on their immunizations before they can enter school. You can also provide a Waiver.

Click "Save and Next" to move to the next screen:

Parent Teacher Association:

This screen is regarding MPS' School-Home Partnership program. If you are interested in this program, click "Yes" and someone will contact you regarding the program.

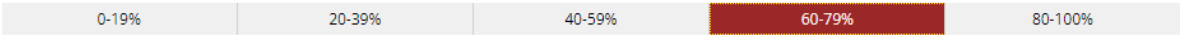Click "Save and Next" to move to the next screen:

Agreements:

Agreements – Test Test
New Student Gateway

| 0-19% | 20-39% | 40-59% | 60-79% | 80-100% |

DELETE STUDENT   **BACK**   **SAVE AND NEXT**

Sometimes photographs, video footage, or other images of students are taken during school activities by the district or under its direction. The images may then be presented in various school-sponsored media, including photographs, video productions, newspapers, television programs, brochures, handbooks, programs,

Answer all questions before clicking "Save and Next":

Acceptable Use Agreement:

Acceptable Use Agreement – Test Test
New Student Gateway

| 0-19% | 20-39% | 40-59% | 60-79% | 80-100% |
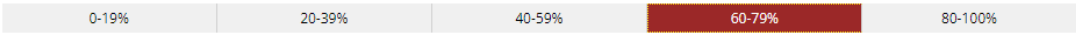
DELETE STUDENT   **BACK**   **SAVE AND NEXT**

Click here to view the Network/Internet Acceptable Use Agreement.

Enter your initials to confirm that you will use MPS Technology resources for educational purposes only and have read the Acceptable Use Agreement at the link above. *

Please initial before clicking "Save and Next":

Attendance Expectations:

Attendance Expectations – Test Test
New Student Gateway

0-19%	20-39%	40-59%	60-79%	80-100%

DELETE STUDENT   **BACK**   **SAVE AND NEXT**

Click here to view our Attendance Expectations.

Sign your name before clicking "Save and Next":

BACK   **SAVE AND NEXT**

Consent for Disclosure of Immunization:

Consent for Disclosure of Immunization Information to Local and State Health Departments – Test Test
New Student Gateway

eate or Edit My Account

e-Register

gout

0-19%	20-39%	40-59%	60-79%	80-100%

DELETE STUDENT   **BACK**   **SAVE AND NEXT**

Immunizations are an important part of keeping our children healthy. Schools and State and Local health departments must monitor immunizations levels to ensure that all communities are protected from potentially life-threatening diseases and, if necessary, respond promptly to an emerging public health threat. It is important that disease threats be minimized through the monitoring of students being immunized. Sharing immunization and personally identifiable information including the student's name, date of birth, gender, and address

Sign your name and date before clicking "Save and Next":

BACK   **SAVE AND NEXT**

Student Emergency Procedure Form:

Student Emergency Procedure Form – Test Test
New Student Gateway

| 0-19% | 20-39% | 40-59% | 60-79% | 80-100% |

DELETE STUDENT   **BACK**   **SAVE AND NEXT**

I Authorize the school staff to proceed as indicated on this Student Emergency Procedure Form in the case of an emergency, illness, injury, etc. I also authorize emergency personnel to proceed with the necessary medical care for my child unless otherwise directed. *

○ Yes

Please answer and Sign your name before clicking "Save and Next":

BACK   **SAVE AND NEXT**

Chromebook:

Every student is provided a Chomebook that he or she will use while at MPS. If you leave MPS, you must return it:

Chromebook – Test Test
New Student Gateway

| 0-19% | 20-39% | 40-59% | 60-79% | 80-100% |

DELETE STUDENT   **BACK**   **SAVE AND NEXT**

For the purpose of this agreement, "Chromebook" includes the Chromebook, power charger/adapter, license, and case. I understand that:

- The Chromebook remains the property of Muskegon Public Schools at all times and places.
- It is a privilege, which may be revoked, to receive the Chromebook, and it is the repsonsibility fo the student to protect and use the Chromebook in the same condition as it was issued, less reasonable wear.
- Any failure to comply with the guidelines and expectations may result in disciplinary action which may include the removal of the

Make sure to sign both your and your student's names and date before clicking "Save and Next":

BACK   **SAVE AND NEXT**

Student Handbook: If you would like to read this, click on "Click here". If you do take the time to look at it now, you may have to log out and log back in due to the system timing out due to inactivity:

Student Handbook – Test Test
New Student Gateway

0-19%	20-39%	40-59%	60-79%	80-100%

DELETE STUDENT   **BACK**   **SAVE AND NEXT**

Click here to view the Student Code of Conduct handbook.

My student and I have reviewed the Student Code of Conduct handbook.

Parent Signature *

Parent Date: *
##/##/####

If you would like to read this later, it is on our website
www.muskegonpublicschools.org under any of the schools

MUSKEGON
Public Schools
Strong Schools, Stronger Communities

District Home

Our District   Schools   Parent Resources   Bond Information   Community   Academics

Bunker Elementary

About Our School

Documents, Forms, and Newsletters

Enrollment

Staff Directory

ClassLink Access for Students

Student Handbook

Poppen Programs in the Arts

Answer all the sign your name and your student's name before clicking "Save and Next":

BACK   **SAVE AND NEXT**

Finishing Up:

Finishing Up – Test Test
New Student Gateway

0-19%	20-39%	40-59%	60-79%
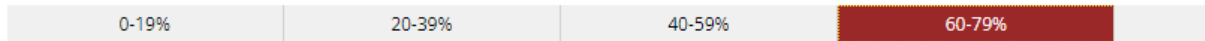
DELETE STUDENT **BACK** **SAVE AND NEXT**

Enter your name below. This is a legally binding electronic signature that confirms all information provided here is complete and accurate to the best of your knowledge. A copy of this signature will be added to district registration forms, which can be downloaded and saved from the Checklist page. *

[Your name is your electronic signature.]

I have completed this student. *

○ Yes

Answer the question and sign your name before clicking "Save and Next":

BACK   **SAVE AND NEXT**

A box will pop up asking if you need to "Add another student":

Add another student?

YES   **NO**
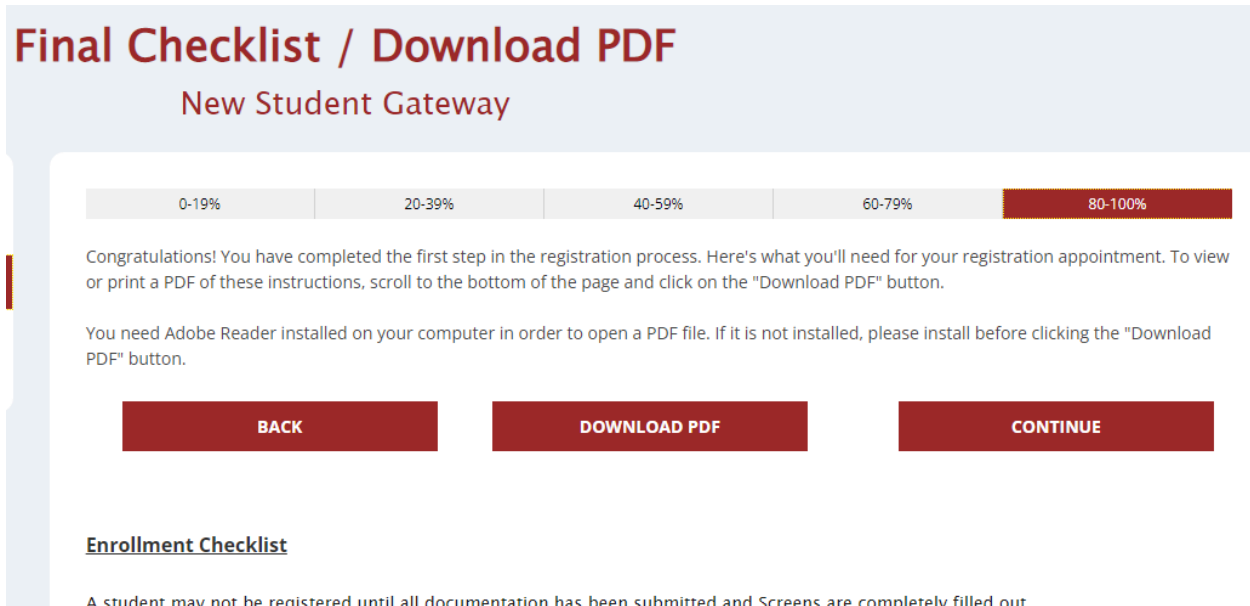
If yes, you will be directed to the screen "Student":

This will be where you will enter your next student you need to enroll information. Some questions you answered from the previous student will already be done,

but you will have to go through all the screens again for each student you need to enroll.

If you do not need to add another student, answer "No".

Final Checklist:

Final Checklist / Download PDF
New Student Gateway

0-19%	20-39%	40-59%	60-79%	80-100%

Congratulations! You have completed the first step in the registration process. Here's what you'll need for your registration appointment. To view or print a PDF of these instructions, scroll to the bottom of the page and click on the "Download PDF" button.

You need Adobe Reader installed on your computer in order to open a PDF file. If it is not installed, please install before clicking the "Download PDF" button.

BACK	DOWNLOAD PDF	CONTINUE

Enrollment Checklist

A student may not be registered until all documentation has been submitted and Screens are completely filled out.

The purpose of the screen is to remind you of all the required documents for your student's enrollment.

Click "Continue" when ready:

BACK	DOWNLOAD PDF	CONTINUE

You can download this screen and your student's enrollment document if you like by clicking on "Download PDF". This will open in another tab and you can save this document to your computer or phone:
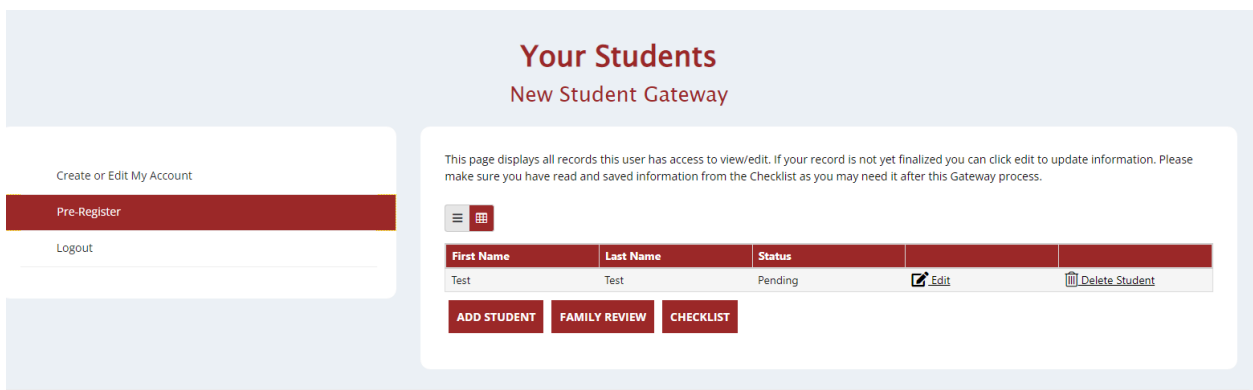
BACK	DOWNLOAD PDF	CONTINUE

Once you click on continue, a box will pop up:
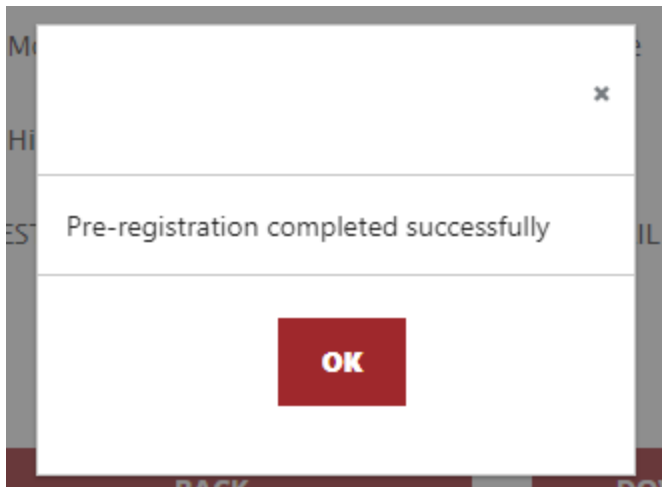
Click okay and this is what you will see:

If you have more than one student, you will see all of them listed. Currently shows "Pending", this means that MPS has not enrolled your student yet.

If you have not finished the enrollment, or have not uploaded the required documents, you will receive an email until it is complete and/or all documents have been uploaded.

If you log out at any time while doing the enrollment, and once you log back in by going to www.muskegonpublicschools.org, Parent Resource, Enrollment Information and clicking on the "Click here" link in the first paragraph, this is what it will look like:

Registration & Student Services

Enrollment Information

Enrollment may be done at any time from any computer, smartphone, or mobile device by using the online district enrollment portal. Click here to access the online enrollment portal.

Kindergarten registration is underway! Click here for specific registration information related to kindergarten.

Simply enter your login information under Username: and Password and this is what you will see next:

Click on Registration Gateway box and here is what you will see next:
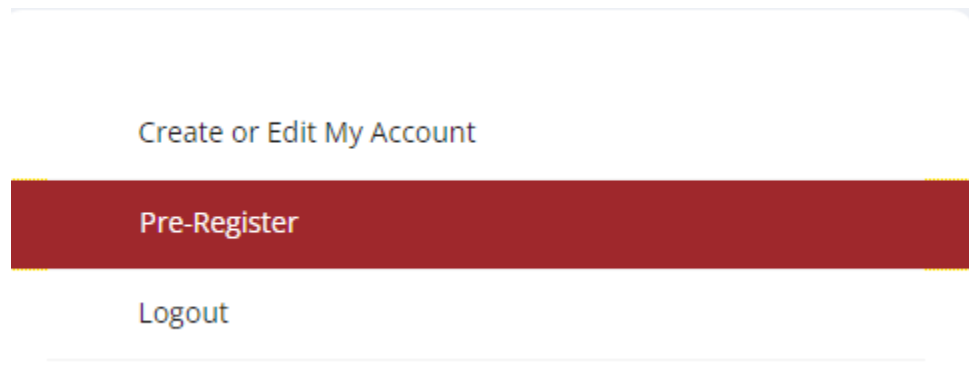

Simply click on "Edit" to complete or upload your student's documents and
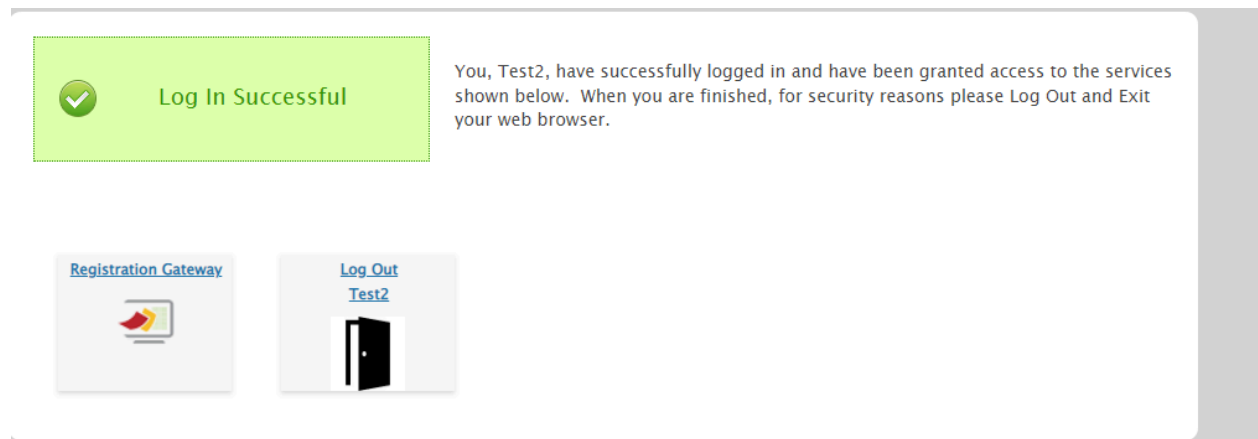

enrollment questions: This will take you directly to that student.

Logout:

And Log out again:

If you do not log out, MPS Central Registrar, Judi Luptak, may not be able to access your student's enrollment.