



# Mukwonago High School Enrollment

## For Current Parochial School 8<sup>th</sup> Grade Students

### How to Enroll: New This Year! Online Registration

### Online Registration Effective 2018/19 School Year

### Begins January 29, 2018

## Enrolling your child

Welcome to the Mukwonago Area School District! The enrollment and registration process are the first steps in what we hope will be a great experience for you and your children.

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## New **ONLINE** student enrollment process

### **Step 1 – Online registration (For NEW families to MASD)**

Please access the Mukwonago Area School District Website: <https://www.masd.k12.wi.us/>

**Select:** Prospective Families/Enrollment Information

Click on the Online School Registration chalkboard

### **Step 1a – Online registration (For Existing families with students in MASD)**

Please access the Mukwonago Area School District Website: <https://www.masd.k12.wi.us/>

**Select:** Parents/Students > Infinite Campus > Portal Login

If you have questions or need assistance completing the online registration process, please contact our district registrar at (262) 363-6300. If you have questions related to your browser operation, please make sure your device is up to date with the latest operating system and browser updates.

*Please Note: During the registration process, the software will assign you an application number. This number is not indicative of the order in which applications will be processed since it includes student registrations for all grades and includes a number of test registrations that were processed during the development of the online portal.*

### **Step 2 – Verification of residency and birth information**

Once your online registration application is submitted, bring the following documents with you to the Mukwonago Area Schools District Office if not previously uploaded within Infinite Campus:

- **Proof of Residency (Current Tax Bill, Copy of Lease or [Declaration of Residency Form](#))**
- **Child's **original** birth certificate – federal law requires that information must be recorded from an original birth certificate so copies cannot be accepted;**
- **Child(ren)'s immunization records**

The registrar will assign you to your correct school after receiving registration information and supply information regarding the process for scheduling classes and arranging bus service. Students who transfer into the school district will be accepted at the grade level recommended by the school of previous enrollment unless another assignment is determined to be in the best interest of the child. Official school records from previously attended school districts will be requested by your new school.

The district registrar, can be reached at (262) 363-6300 between 7:30 am and 4:00 pm, Monday through Friday.

**A representative from the MHS Counseling Office will be scheduling appointments (in later February) at all area parochial schools to assist interested 8<sup>th</sup> graders in accurately choosing their freshmen year courses and collecting their completed 17-18 MHS Course Selection Sheets. Instructions, MHS Course Catalogs, etc. were handed out in late January. Please call the MHS Guidance Office at 262-363-6200 with questions about course registration.**