



Enrollment Manual
2019-2020

Welcome

The Madison Metropolitan School District (MMSD) offers a convenient way for you to enroll your child via the web. All families should complete the online enrollment. Parents of returning elementary and middle students do not need to attend their schools enrollment day if there were no changes to key information in the application. This includes new 4K and 5K students to MMSD who enrolled prior to August 6. Whether they have changes or not, parents of high school students will need to attend an enrollment session at their school.

[Click Here To Begin
Online Registration](#)

How to access the Online Enrollment System

New to MMSD?: Refer to mmsd.org/findyourschool to find your school.

Enter your Infinite Campus Parent Portal user name and password to log in. Forgot your password? Request a reminder email by submitting your request at mmsd.org/lostpassword.

NOTE: Families of children new to the MMSD who have registered for the upcoming school year will have their username and password sent to them.

Age of student

Kindergarten entry: A child must be **five years old** or older on or before September 1, 2019 **and** reside in the MMSD attendance area to enroll in kindergarten.

4K entry: Children who are **four years old** on or before September 1, 2019 **and** reside in the MMSD attendance area are eligible to participate in the [MMSD four-year-old kindergarten program](#) (4K).

Questions you will be asked

During the online enrollment process you will be asked various questions. We encourage you to use the worksheet at the end of this document to record your answers to guide you through the process.

Some examples of questions you will be asked:

Families returning to the district:

- Do you have any changes to your household information that has changed since last school year: emergency contacts, phone numbers, email addresses, street address, etc.?
- May the MMSD use your family's socioeconomic status (how much money your family makes) to determine whether your child is eligible for various programs or opportunities?
- Has your child ever participated in preschool/daycare, and if so, what was it, what was the total amount of time the child spent there, and for how much time per day on average did they participate?
- What language did your child first learn to speak; what language does your child speak at home; in what language do you generally speak to your child; is there or has there been a language other than English spoken in the home; and can an adult family member read English?
- Have you moved in the last three years for the purpose of obtaining temporary/seasonal employment in an agricultural/fishing activity?
- Would you like to view your child's reports (report cards, progress reports) electronically instead of having a paper copy mailed home?
- May the MMSD share your child's immunization record with the Wisconsin Immunization Registry?
- May the MMSD share information about your child...
 - In MMSD publications such as newsletters and honor roll lists
 - Electronically through MMSD websites



- With military recruiters
- With higher education institutions
- With the UW-Madison Research Registry
- As part of Teacher Professional Development Plans
- As part of Child Teacher Portfolios
- Relating to eligibility for free and reduced-price lunch with MMSD programs
- Transcripts for scholarships
- Parent email for directories
- Opt in for text messaging to cell phones
- Does your child have permission to participate in community field trips chaperoned by staff from his/her school during the school year?
- Does your child have permission to participate in MSCR after school drop-in programming provided at their school?
- What is your household phone number, ownership status of your home, how do you prefer to receive information from your school, and do you have Internet access at home?
- Who should be listed as an emergency contact for your child and what is their contact information?

Four-year-old kindergarten and Elementary (K-5) only:

- How will your child get home from school each day and if they will be picked up, who will do so?
- Will your child be enrolled in after school daycare at the school site?

Four-year-old kindergarten (4K) only:

- Does your child need transportation to a 4K site?
- Which 4K site would you like your child to attend?
- Would you like your child to attend A.M. or P.M. classes?
- If your child's primary language is Spanish, are you interested in bilingual programming?

Materials you may need to bring

Proof of residency (if you are new to the MMSD or your address has changed).

This must be one of the following:

- Gas/electric bill
- Lease
- Mortgage
- Immunization records (if we cannot use the Wisconsin Immunization Registry [WIR] to retrieve your child's immunization records)

Proof of child's date of birth (if you are new to the MMSD).

This may be any of the following:

- Birth certificate
- Health record
- Other official record

Verification of parent/guardian identity and relationship.

NOTE: NEW THIS YEAR for ONLY new students to the district or students with guardian changes. Verification of parent/guardian identity and relationship may be any of the following:

- official photo identification (driver's license, passport or government issued ID -- the ID does not have to be a US ID)
- the student's birth certificate or court documentation providing proof of parent/guardian relationship.

If you are unable to provide verification, please contact the MMSD Enrollment Office at 608-663-4957 or enrollment@madison.k12.wi.us

NOTE: The parent who enrolls the student confirms the verification of the second parent as long as the second parent's name is listed in the student's birth certificate.



Forms you may be asked to sign

REQUIRED FORMS

1. List of Disclosures and Permissions:

All families will be required to sign off electronically on the list of Disclosures. This form can be saved by guardians for future reference. However, it is not needed to be printed and brought to school.

2. Verification Page:

If you are enrolling new students to the district or if you have changes to key information in the application, you will be required to print the verification page at the end of the enrollment process. The verification page must be taken to school on enrollment days in August. Note that the verification page will print as one page per student. Please call your school for information if you are unable to attend an enrollment session.

Families with kids continuing from a grade to the next and who have no changes to key information will not be prompted to print the verification page. For more information, check the [enrollment website](#).

OPTIONAL FORMS

- **Free or reduced price meals** - Your children may qualify for free or reduced price meals and fee waivers based on your income. All you need to do is complete the Free and Reduced Lunch Application or the MMSD Household Data Collection Form by going to mmsd.org/feewaiver. If you are prompted to complete the Free and Reduced Lunch Application, enter the requested information as accurately as possible. If applicable, you will need your 10 digit case manager number in order to complete this form.
- **Internal Transfer Request** - To request the transfer of your child from one MMSD school to another please visit the [internal transfer information page](#). The window during which you can apply for an internal transfer closes at 6:00 p.m. on August 21. After August 21, you will not be able to apply for an internal transfer for the school year. Applications are available online only. Please call the MMSD Enrollment Office at 663-4957 for assistance with any questions.
- The Internal Transfer policy was revised on April 29 to allow a student moving over the summer (after the last day of school (June 12, 2019) and before the first day of school (September 3, 2019), to remain enrolled at their current school or feeder school without formally applying for an internal transfer for the upcoming school year. Students that move over the summer will be responsible for providing their own transportation and will need to apply for an internal transfer for the 2020-21 school year.

Payments you may be asked to make *(Prices subject to change)*

NOTE: The \$3.00 convenience fee for online payments for student fees was discontinued in 2018. This is to help parents/guardians utilize online payments at enrollment time and throughout the school year as new fees are added. Accounting Services and the Enrollment Office will send this information to parents along with a payment due date for enrollment student fees. You will have the option of paying fees for multiple children in a single transaction. If you do not pay fees online, you can pay by sending a check with the student, mailing the check to the school or the MMSD, or by coming to the school's office directly to make the payment. Infinite Campus online payment portal is only accessible with the Chrome browser. If you are using Internet Explorer, please log in to a Chrome browser.

Elementary School

- Consumable Materials Fee (Grades 4K-5): \$40 per year
- Music Instrument Rental (Grade 5): \$20 "strings-for-all" schools parents can pay online during enrollment, other schools fee is paid with music teacher after school starts
- Planner: Varies by school

Middle School

- Textbook Fee (Grades 6-8): \$35 per year
- Activity Fee: \$17 per year



- Consumable Materials Fee (Unified Arts, ID Card, Safety Glasses): \$20 per year
- Music Instrument Rental (Grade 6): \$20 per semester paid with music teacher – based on instrument availability
- Music Instrument Rental (Grades 7-8): \$70 per semester paid with music teacher after school starts

High School

- Textbook Fee (Grades 9-12): \$35 per year
- Activity Fee: \$30 per year
- Consumable Materials: \$17 per year
- Music Instrument Rental (Grades 9-12): \$70 per semester paid with music teacher – based on instrument availability
- Athletic Participation Fee (Grades 9-12): \$115 per sport
 - Maximum Participation Fee (Grades 9-12): \$500 per family
- Athletic Participation Surcharge (Grades 9-12):
 - Surcharges are in addition to the \$500 Family Maximum
 - Hockey: \$800
 - Gymnastics: \$100
 - Wrestling: \$100
 - Boy's Golf: \$118
 - Girl's Golf: \$118
- Student Athletic Event Pass: \$20 per pass (optional)
- Outstanding fees from previous years
- Lock: \$5 (East, La Follette and Shabazz, only if lost or not on locker)
- Parking Lot Fee (optional, availability varies): \$10/term (La Follette), \$40/year (Memorial)
- Planner: \$5-\$6 (varies by school)
- Yearbook: \$20 (optional, Shabazz) and \$47 (optional, East, La Follette, West and Memorial)
- Course Fees: Varies by course. See your school for details.

Frequently Asked Questions

Q. What can I expect to complete on enrollment day?

- A. At minimum, you can expect the following:
- Pay annual fees, or provide a receipt of online payment
 - Put money in your child's school lunch account
 - Receive health information from your school's health office
 - Receive information on your school's Parent Teacher Organization

For middle and high school children:

- Purchase a bus pass
- Have your student's picture taken for the yearbook and their school I.D. (high school only)
- Pick up course schedule or make an appointment to develop a course schedule
- Pick up a lock
- Pick up a planner
- Take a tour of the school (6th grade students)

Middle school students who do not have to go to school during enrollment days can access their schedule through parent portal starting August 29. Their lock will be available on the first day of school. Check your middle school website for more information.



Q. How long will it take at school to complete enrollment?

A. The length of time will vary by grade level (ie. elementary, middle, high) and by school. You can save time by completing documentation online before coming to school. Peak times are generally at the start and end of the day, when lines likely will be longer.

Q. What should I do if I can't attend any of the enrollment sessions?

A. Contact your child's school if you are unable to attend any of the designated sessions. They will provide information on how you can complete the enrollment process. Visit [Our Schools page](#) to find contact information for each of our schools.

Q. Who can enroll online?

A. All current or prospective students must be enrolled online. Questions about special circumstances or specific enrollment-related issues should be directed to the [school where your child may be enrolled](#).

Q. When can I enroll my child online?

A. The online enrollment window opens in the beginning of August just prior to the start of a new school year. Check the enrollment website at mmsd.org/enroll for more information.

Q. Will I need to bring my child's birth certificate in order to enroll them for the first time?

A. You will be allowed to enroll your child without a birth certificate. However, this document or another which proves your child's age (passport, medical record, formal religious record, etc.) is required and you will need to bring it in to your child's school as soon as possible.

Q. What will happen if I don't bring all of the required documentation with me on the day my child enrolls?

A. It is strongly recommended that you bring with you all required documentation on enrollment day. You will be able to complete online enrollment, but your child will not be officially enrolled until all required documentation is provided. Please contact the Enrollment Office at 663-4957 with questions relating to required documentation.

Q. Will I have the opportunity to pay fees online before enrollment day and bring in the receipt? (including student planner payments)?

A. Online fee payment will be available beginning on August 6. Families are welcome to pay their fees online before attending an enrollment session. However, those who choose this option must bring with them the receipt showing that fees have been paid on enrollment day.

Q. Do I need to bring my student's immunization records with me on enrollment day?

A. Generally, parents/guardians do not need to bring any immunization records to school on enrollment day. Families who are new to Wisconsin may bring these records to school to be copied, but in most cases the MMSD is able to obtain these records electronically from the State of Wisconsin's immunization database.

Q. When will I learn who will be my child's teacher?

A. Schedules will be available in Infinite Campus Parent Portal for middle and elementary school students on 8/29/2019 and for high school students on 9/5/2019.

Q. I am taking care of my niece and her parent(s) or legal guardian(s) do not reside in the MMSD attendance area. How do I enroll her into school?

A. You will need what is known as Educational Guardianship, out of district. To complete this, contact your child's school. You will need to provide proof of residency (utility bill, lease, or mortgage) as well as a photo I.D. It is also required to have a letter from the parent or legal guardian providing permission for Educational Guardianship, along with a birth certificate or medical record to provide proof of age for the child. It is possible to complete this paperwork at your school. Please allow extra time.



Q. I am currently living (not a temporary housing situation) with someone and cannot provide proof of residency. What should I do?

A. You will need a [Co-Residency Form](#). To complete this form, a parent will need to visit the office of their child’s school, along with the person with whom they live. The person(s) with whom you live will need to provide proof of residency (gas & electric bill, lease, or mortgage with their name on it). Both you and the person(s) with whom you live will need to provide a photo I.D.

Q. I am taking care of my niece and her parent(s) do reside in the MMSD attendance area. How do I enroll her in school?

A. A parent will need to go to the school and complete a Rights to Records Form or Educational Guardianship in District, depending on the type of access the parent would like to grant. The Right to Records is a resource for parents who need additional help with their student’s education. This form allows parents to authorize an adult to access/receive information about their student’s progress and behavioral records ONLY. *This person cannot excuse absences or make any educational decisions on behalf of the parent. Educational Guardianship in District is used when the Parent resides within the district and would like to authorize a stepparent, family member or any other adult to act as a guardian on their behalf, they will have to complete the EDUCATIONAL GUARDIANSHIP FOR PARENTS WHO RESIDE WITHIN MMSD form.

Online Enrollment Worksheet

This worksheet will help you be prepared for online enrollment. The questions listed below will be the same as or very similar to the questions you will be asked during the online enrollment process. Fill out this worksheet ahead of time to help you gather all of your important information in one place, then bring it with you to your child’s school on enrollment day. Please note the information on the worksheet must be entered online.

Will your child be five years old or older on or before September 1 **and** living in the MMSD attendance area?
 Yes _____ No _____

Will your child be four years old on or before September 1 **and** living in the MMSD attendance area?
 Yes _____ No _____

What is your child’s name, address, phone number, gender, date of birth, birthplace information, race, ethnicity, health status, health coverage status, and health coverage information?

	Student One	Student Two	Student Three
Name			
Address			
Phone Number			
Gender			
Date of Birth			
Birthplace			
Race			
Ethnicity			
Health Status			
Health Coverage Status			
Health Coverage Info			

Has your child ever attended an MMSD school in the past, and if so, which one?
 Yes _____ No _____ School _____



Has your child ever been enrolled in a program because of a disability and/or special need, and if so, what was the program?

Yes ___ No ___ Program _____

What was the last school your child attended, including address, phone number, and last grade attended, and may the MMSD receive your child's records from this school?

Last School Attended - Name	
Last School Attended - Address	
Last School Attended - Phone Number	
MMSD May Receive Student Records	Yes ___ No ___

Is your child currently expelled or in the expulsion process from any K-12 school, and if so, from which school/district?

Yes ___ No ___ School/District _____

Has your child ever participated in preschool/daycare, and if so, what was it, what was the total amount of time the child spent there, and for how much time per day on average did they participate?

Yes ___ No ___ Program _____
 Total time participated (in years) ___ Average time participated per day (in hours) ___

What language did your child first learn to speak?

Language _____

What language does your child speak at home?

Language _____

Is there or has there been a language other than English spoken in the home, and if so, which language?

Yes ___ No ___ Language _____

What language do you generally speak to your child in the home?

Language _____

Can an adult family member read English, and if not, which language can he or she speak?

Yes ___ No ___ Language _____

Have you moved in the last three years for the purpose of obtaining temporary/seasonal employment in an agricultural/fishing activity?

Yes ___ No ___

Would you like to view your child's reports (report cards, progress reports) electronically **instead** of having a paper copy mailed home?

Yes ___ No ___

May the MMSD share your child's immunization record with the Wisconsin Immunization Registry?

Yes ___ No ___

May the MMSD share information about your child:

- In MMSD publications such as newsletters and honor roll lists
 Yes ___ No ___
- Electronically through MMSD websites
 Yes ___ No ___
- With military recruiters
 Yes ___ No ___
- With higher education institutions
 Yes ___ No ___
- Transcripts for scholarship eligibility
 Yes ___ No ___



- With the UW-Madison Research Registry
Yes _____ No _____
- As part of Teacher Professional Development Plans
Yes _____ No _____
- As part of Child Teacher Portfolios
Yes _____ No _____
- Relating to eligibility for free and reduced-price lunch with MMSD programs
Yes _____ No _____

Does your child have permission to participate in community field trips chaperoned by staff from his/her school during the school year?

Yes _____ No _____

Does your child have permission to participate in MSCR after school drop-in programming provided at their school?

Yes _____ No _____

Can parent email addresses be published in child directories?

Yes _____ No _____

May the MMSD use your family's socioeconomic status (how much money your family makes) to determine whether your child is eligible for various programs or opportunities?

Yes _____ No _____

What is the name, address, phone number, gender, date of birth, email address, and educational level of each adult member of your child's household, and do these adults have rights to the child's records?

	Adult One	Adult Two	Adult Three
Name			
Address			
Phone Number			
Gender			
Date of Birth			
Email Address			
Educational Level			
Rights to Records?			

What is your household phone number, ownership status of your home, how do you prefer to receive information from your school, and do you have Internet access at home?

Household Phone Number	
Ownership Status of Home	
Preferred Contact Methods	Text _____ Email _____ Phone _____ Phone Number _____ Email Address _____
Internet Access at Home	Yes _____ No _____



Who should be listed as an emergency contact for your student and what is their contact information?

	Student One	Student Two	Student Three
Emergency Contact - Name			
Emergency Contact - Contact Information			

Four-year-old kindergarten and Elementary (KG-5) only:

- How will your student get home from school each day?
- If they will be picked up, who will do so?
- Will your student be enrolled in after school daycare at the school site?

Would you like to sign your child up for a Madison Public Library card?

Yes____ No____

How is student getting home each day?

	Student One	Student Two	Student Three
How is student getting home each day?			
If picked up, by whom?			
Enrolled in after school daycare at school site?	Yes____ No____	Yes____ No____	Yes____ No____

Four-year-old kindergarten (4K) ONLY: Does your student need transportation to a 4K site?

Yes____ No____

4K ONLY: Which 4K site would you like your student to attend?

Site_____

4K ONLY: Would you like your student to attend A.M. or P.M. classes?

A.M.____ P.M.____

4K ONLY: If your student's primary language is Spanish, are you interested in bilingual programming?

Yes____ No____

Notes

Please use this area for any notes you would like to make regarding the enrollment process.

