

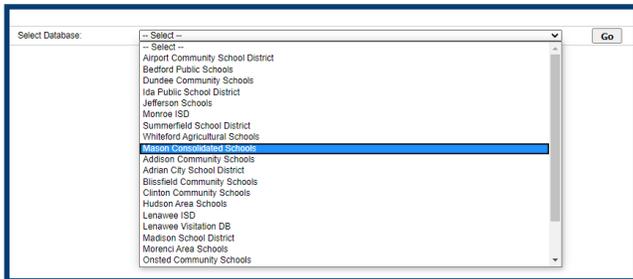
Online Registration

MASON CONSOLIDATED SCHOOLS

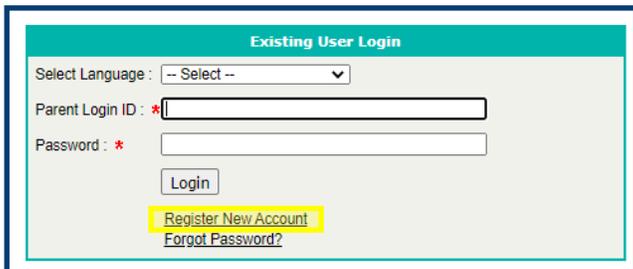
A HELPFUL TUTORIAL

STEP 1:

Select 'Mason Consolidated Schools' from the drop-down menu. Click 'Go'. Select 'Register New Account' under the login boxes. Proceed to fill out all boxes with an asterisk (*) and click 'Submit'.



Select Database: -- Select --
-- Select --
Airport Community School District
Bedford Public Schools
Dundee Community Schools
Ida Public School District
Jefferson Schools
Monroe ISD
Summerfield School District
Whiteford Agricultural Schools
Mason Consolidated Schools
Addison Community Schools
Adrian City School District
Blissfield Community Schools
Clinton Community Schools
Hudson Area Schools
Lenawee ISD
Lenawee Visitation DB
Madison School District
Morenci Area Schools
Onsted Community Schools



Existing User Login

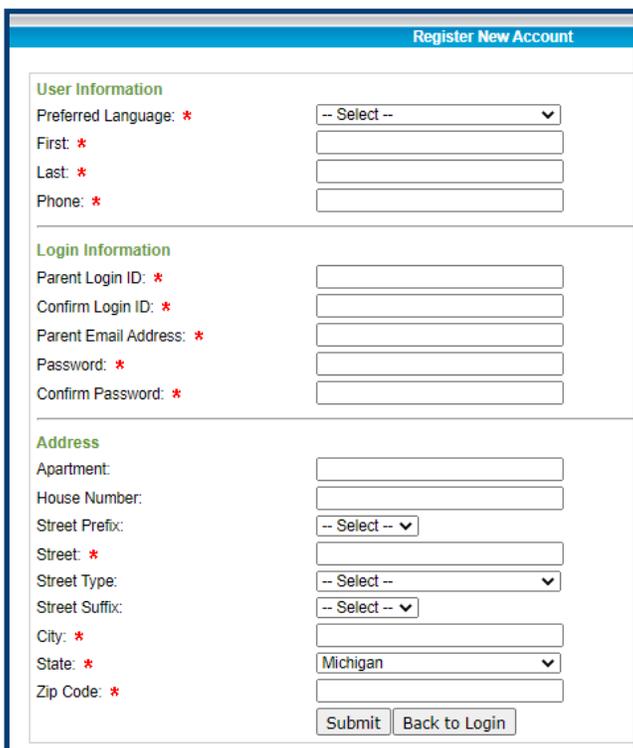
Select Language: -- Select --

Parent Login ID: *

Password: *

Login

Register New Account
Forgot Password?



Register New Account

User Information

Preferred Language: * -- Select --

First: *

Last: *

Phone: *

Login Information

Parent Login ID: *

Confirm Login ID: *

Parent Email Address: *

Password: *

Confirm Password: *

Address

Apartment:

House Number:

Street Prefix: -- Select --

Street: *

Street Type: -- Select --

Street Suffix: -- Select --

City: *

State: * Michigan

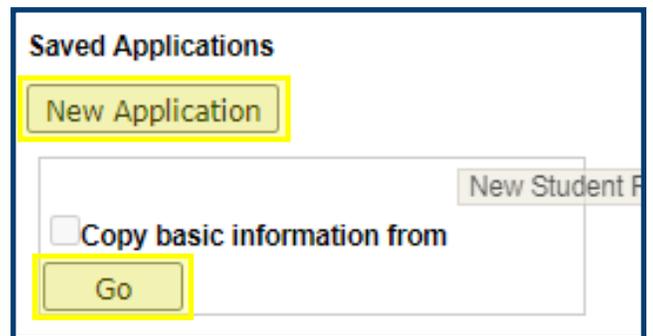
Zip Code: *

Submit Back to Login

STEP 2:

Click 'New Application'. A box will appear below; click 'Go'. On the next screen (titled Student Information Tab), Answer all questions with an asterisk (*). If more than one race, hold 'CTRL' button and select all that apply.

Check box in lower corner 'Check to Mark Section Complete'. Click 'Save Section'. Page will appear to reload. Click 'Next Section'.

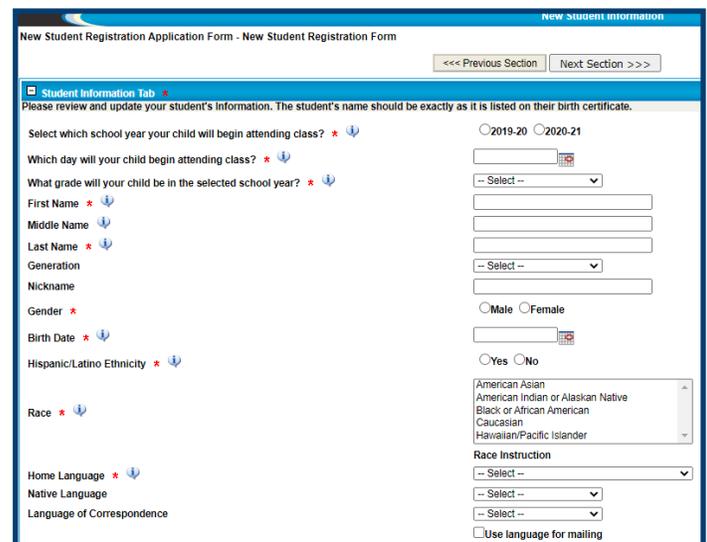


Saved Applications

New Application

Copy basic information from

Go



New Student Information

New Student Registration Application Form - New Student Registration Form

<<< Previous Section Next Section >>>

Student Information Tab

Please review and update your student's information. The student's name should be exactly as it is listed on their birth certificate.

Select which school year your child will begin attending class? * 2019-20 2020-21

Which day will your child begin attending class? * ↓

What grade will your child be in the selected school year? * ↓

First Name * ↓

Middle Name ↓

Last Name * ↓

Generation -- Select --

Nickname

Gender * Male Female

Birth Date * ↓

Hispanic/Latino Ethnicity * ↓ Yes No

Race * ↓
American Asian
American Indian or Alaskan Native
Black or African American
Caucasian
Hawaiian/Pacific Islander

Home Language * ↓

Native Language -- Select --

Language of Correspondence -- Select --

Race Instruction -- Select --

Use language for mailing



Save Section

Check to Mark Section Complete

<<< Previous Section Next Section >>>

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STEP 3:

On next screen (titled Address and Phone), fill in boxes with an asterisk (*). Some may be already completed. If mailing address is different, uncheck the blue box and complete the section.

Click 'Check to Mark Section Complete'. Click 'Save Section'. Page will appear to reload. Click 'Next Section'.

Physical Address

Apartment ⓘ

Complex ⓘ

House Number ⓘ

Street Prefix -- Select -- ▾

Street Name *

Street Suffix -- Select -- ▾

City Label *

State * Michigan ▾

Zip *

Mailing Address

Same as Physical Address

-- Select -- ▾

-- Select -- ▾

Michigan ▾

Save Section Check To Mark Section Complete

<<< Previous Section Next Section >>>

STEP 4:

On next screen (titled Contact Information), click 'Add Contact'. Check a Contact Type. Proceed to fill in all boxes with an asterisk (*). Click 'Add Phone' under Contact Phone. Select phone type from drop-down menu. Please make sure to enter a Primary (H) phone number for each guardian. (This may be a home or cell number.) To add more numbers, click 'Add Phone'.

Click 'Check to Mark Section Complete'. Click 'Save Section'. Page will reload. To add another contact, click 'Add Contact' and repeat Step 4.

Click 'Next Section'.

Contact Types *

Contact Type

Guardian

Emergency

Other

Contact Correspondence Flags

Title -- Select -- ▾

First Name * ⓘ

Last Name * ⓘ

Generation -- Select -- ▾

Relationship Label * ⓘ -- Select -- ▾

Home Language ⓘ -- Select -- ▾

Language Of Correspondence -- Select -- ▾

Use Language For Mailing

Email Address ⓘ

Use Email For Mailing

Education Level ⓘ -- Select -- ▾

Contact Phone

Phone Type

Add Phone Delete Phone

Phone Type	Phone Number	Ext	Listing Status	Delete
-- Select --	<input type="text"/>	<input type="text"/>	Listed ▾	<input type="checkbox"/>
Mobile/Cell	<input type="text"/>	<input type="text"/>		
Pager	<input type="text"/>	<input type="text"/>		
Required Home/Primary #	<input type="text"/>	<input type="text"/>		
Work	<input type="text"/>	<input type="text"/>		
Work 2	<input type="text"/>	<input type="text"/>		

Check To Mark Section Complete

<<< Previous Section Next Section >>>

Save Section Check To Mark Section Complete

<<< Previous Section Next Section >>>

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STEP 5:

On next page (titled Building Information), click 'Check to Mark Section Complete'. Click 'Save Section'. Page will appear to reload. Click 'Next Section'.

A screenshot of the navigation bar at the bottom of the Building Information page. It features a 'Save Section' button on the left, a 'Check To Mark Section Complete' checkbox with a blue checkmark on the right, and navigation links '<<< Previous Section' and 'Next Section >>>' in the center.

STEP 6:

On next page (titled Additional Information), completely fill in all boxes with an asterisk (*). Be sure to read through them carefully.

Click 'Check to Mark Section Complete'. Click 'Save Section'. Page will appear to reload. Click 'Next Section'.

A screenshot of the 'Additional Information' form. The title is 'Additional Information' with a red asterisk. Below the title is a note: 'Please enter and verify the following information on your student. Also note that the fields with a red asterisk are required.' The form contains numerous fields, many with red asterisks indicating they are required. Fields include: name of the city where the student was born, name of the state where the student was born, name of the country where the student was born, a dropdown for 'Does your student have an IEP, 504 or ever received any special education services?', a dropdown for 'Do you have legal documentation concerning your student that the school needs to be made aware of?', a dropdown for 'Are there any custody restrictions that the school needs to be made aware of?', a dropdown for 'Does your student have any allergies or medical conditions?', a dropdown for 'If your student has allergies or a medical condition, please list it here.', a dropdown for 'Does your child take any medication, prescription or over-the-counter? If yes, a Medical Authorization is required.', a dropdown for 'Does your child have the necessary immunizations to start school?', a dropdown for 'I authorize Mason Schools to release my child's immunization records to the Michigan Dept. of Health and Human Services and Local Health Dept. I understand this information will be used to improve the quality and timeliness of immunization services.', a dropdown for 'If you do not own/rent your own home, please select which applies to your student.', a dropdown for 'Please indicate who the student currently resides with', a dropdown for 'Please list the names and ages of any other children in the home.', a dropdown for 'List each parent's occupation', a dropdown for 'List each parent's employer', a dropdown for 'Please select your marital status', a dropdown for 'Please select your education level', a dropdown for 'Do any of the student's parents/guardians currently serve in the military?', a dropdown for 'What is your residential status?', a dropdown for 'Does your student require bus transportation?', a dropdown for 'If your student is transferring from another school, please provide the name and address of the school.', a dropdown for 'In case of an accident or emergency treatment, I authorize the school district to authorize medical treatment or to arrange transportation.', a dropdown for 'I have reviewed the Technology Usage Policy in the student handbook and understand that my student will be held accountable according to its contents. The handbook can be found online or in the office.', a dropdown for 'I have reviewed the student handbook and understand that my student will be held accountable according to its contents. The handbook can be found online or in the office.', a dropdown for 'I have read and understand the concussion awareness form found on our website.', a dropdown for 'I consent to the photographing/videotaping of my student related to school activities.', a dropdown for 'Do you give permission for your student to participate in field trips and assembly programs?', and a dropdown for 'Would you like to opt-in to receive automated non-emergency calls on your cell phones such as attendance, meetings.'

A screenshot of the navigation bar at the bottom of the Additional Information page. It features a 'Save Section' button on the left, a 'Check To Mark Section Complete' checkbox with a blue checkmark on the right, and navigation links '<<< Previous Section' and 'Next Section >>>' in the center.

STEP 9:

If you have another child to register, click 'New Application'. If not, click Log Out.

STEP 7:

On next page (titled Documents), click 'Click here to upload new file' if you wish to upload documents. You may choose to bring them in to the office physically instead.

Click 'Check to Mark Section Complete'. Click 'Save Section'. Page will appear to reload. Click 'Next Section'.

A screenshot of the 'Documents' page. The title is 'Documents'. Below the title is the text 'Items can be Uploaded here' and 'Uploaded Documents'. A yellow box highlights the text 'Click here to upload new file'. Below this text is a large empty rectangular area for uploading documents.

A screenshot of the navigation bar at the bottom of the Documents page. It features a 'Save Section' button on the left, a 'Check To Mark Section Complete' checkbox with a blue checkmark on the right, and navigation links '<<< Previous Section' and 'Next Section >>>' in the center.

STEP 8:

On final page (titled Review Form Information), review each section for accuracy. If you make a change, click 'Save Section' at the bottom of the section you are editing.

Make sure all sections have the blue check next to 'Check To Mark Section Complete'.

Check the box marked 'I Agree'. Click 'Submit'.

A screenshot of the 'Review Form Information' page. It contains a paragraph of text: 'I understand that it is my responsibility to review the policies, procedures, rules, and the Information Technology User Guidelines available in the Parent/Student Handbook. I may access the Parent/Student Handbook on the school website, www.enimason.k12.mi.us, or request a copy at the school office. Failure to sign the enrollment form does not exclude my student from following the school rules. I certify that all of the above is true to the best of my knowledge.' Below this text is a checkbox labeled 'I Agree' with a blue checkmark. Below the checkbox is the text 'To submit please select 'I Agree'' and 'In order to check "I agree" and Submit, all sections above must be checked as Completed.' Below this text are 'Print' and 'Submit' buttons. At the bottom of the page is a small disclaimer: 'Submission of this application provides no guarantee of admission. All required documentation must be submitted before registration is considered complete.'