

New Student Registration

Welcome to Marengo County Schools!

We are excited to have your child join our community. To ensure a smooth registration process, please see the following required documents for new students:

- Proof of residency (lease agreement or recorded deed)
- Current utility bill (water, power, internet, or gas)
- Birth certificate
- Parent/Guardian Photo ID
- State of Alabama Immunization Record
- Custody documents (if applicable)

If your child is new to Marengo County Schools, please click the link below to complete the New Student Registration Form. The link is also found on our website under enrollment.

New Student Registration

Step 1

- Once the New Student Registration link is entered the “Sign In / Create Account” Box will appear. Select “Create Account.” (NOTE: Returning Students will follow a different process.)

Sign In

Email Address

Password

☐ Remember me on this computer

Sign In

[Forgot password?](#)

Create Account

With an account, you can...

- Complete forms online
- Save and return to forms in progress
- Print form history

Create Account



- The “Create an Account” page will appear. Please note that this account should be created by the parent or legal guardian of the student. (For anyone without an email address a free email account can be created through Google or Yahoo)

Create an Account

Enter the following required information to continue. **This account is meant to be created by a parent or legal guardian.**

➔ Don't Have an Email Address? We suggest that you obtain a free email account online through [Google](#) or [Yahoo](#).

Profile

First Name

Last Name

Daytime Phone

Used to provide support, if requested. Enter entire number, including area code.

Email Address

Used for sign in and important communication.

- Fill in the required information for yourself, the parent/guardian. Please read the COPPA policy and select the box indicating that you will comply and then click “Create Account.”

exampleparent@gmail.com

Security

Password ?

Re-Type Password

Security Question 1 ?

Security Answer 1

Security Question 2

Security Answer 2

☐ To comply with [COPPA](#), I affirm that I am 13 years or older.



Create Account

Back to Sign-In

Step 2

- After creating your account you should be taken to the “Dashboard” page.” Select “New Student Registration.”

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Dashboard

New Forms

New Student Registration 2025-2026 >

Access Online Recommendations

- If you have started an Application, you may “Continue a Form in Progress” to access your online recommendations through the Application's Introduction page.
- If you have not started an Application, you must first initiate one under “Start a New Form”. You will then be able to begin online recommendations through the Application Introduction page.
- If you have already submitted an Application, you may “View a Submitted Form” to access your online recommendations.

Step 3

- Begin entering your student’s information as requested.

New Student Registration 2025-2026

Add Student

First Name

Example Student Name

Last Name

Student Student Name

Date of Birth
enter as “mm/dd/yyyy”

01/01/2015

Add Student

- Click “Add Student.”

Step 4

- After adding the student, the Introduction page will appear. Follow the instructions to move forward from page to page. *Please note that any question listed as “Required” must be answered prior to completion of the registration process.*
- Please note this page has instructions if you need to add additional students to this parent account.

The screenshot shows the 'Introduction' page of the 'New Student Registration 2025-2026 (Example)' system. On the left is a sidebar with a menu: 'Introduction' (highlighted), 'Form', 'Student', 'New Student', 'Home Language Survey', 'Employment Survey', 'Residency', 'Contacts', 'Priority', 'Siblings', 'Medical', 'Mental Health Services', 'Agreements', 'Document Uploads', and 'Signature'. The main content area is titled 'Introduction' and 'Online New Student Registration'. It includes a welcome message and three numbered steps: 1. Select 'Next' on this page, and enter the information requested by the online forms. 2. On the 'Summary' page, check your data before proceeding. 3. Select 'Submit!'. Below these steps, it says 'New Student Registration for Additional Students' and explains that a new form must be submitted for each student. At the bottom, there are 'Previous' and 'Next' buttons.

Enrollment

New Student Registration 2025-2026 (Example)

Introduction

Form

Student

New Student

Home Language Survey

Employment Survey

Residency

Contacts

Priority

Siblings

Medical

Mental Health Services

Agreements

Document Uploads

Signature

Introduction

Online New Student Registration

Welcome to Marengo County Schools's New Student Registration. Please follow these steps to continue.

1. Select "Next" on this page, and enter the information requested by the online forms.
Note: Required fields are marked as "Required", and Marengo County Schools will receive the data exactly as it is entered. Please be careful of spelling, capitalization, and punctuation.
2. On the "Summary" page, check your data before proceeding.
3. Select "Submit!"
On the submission confirmation page you will have the opportunity to print out a copy of your registration to keep for your records. Note: Once the form is electronically submitted, you will receive an e-mail confirmation.

New Student Registration for Additional Students

A New Student Registration form must be submitted for each student in your family. Once you have successfully submitted one New Student Registration, you will have the opportunity to begin another from the "Submission Confirmation" page.

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Previous Next

- The example below shows how required questions are labeled.

The screenshot shows the 'Student Information' page of the 'New Student Registration 2025-2026 (Example)' system. The sidebar menu is the same as in the previous screenshot, but 'Student' is now highlighted. The main content area is titled 'Student Information' and contains several form fields. Each field has a 'required' label in a green circle next to it. The fields are: 'First Name' (text input, example: 'Example'), 'Middle Name' (text input), 'Last Name' (text input, example: 'Student'), 'Suffix' (dropdown menu, example: '- Select -'), 'Gender' (dropdown menu, example: '- Select -'), 'Date of Birth' (text input, format: mm/dd/yyyy, example: '1/1/2015'), 'Enrolling Grade' (dropdown menu, example: '- Select -'), and 'Enrolling School' (dropdown menu, example: '- Select -'). Below these fields is a section titled 'Home/Residential Information'. At the bottom, there are 'Previous' and 'Next' buttons.

Enrollment

New Student Registration 2025-2026 (Example)

Introduction

Form

Student

New Student

Home Language Survey

Employment Survey

Residency

Contacts

Priority

Siblings

Medical

Mental Health Services

Agreements

Document Uploads

Signature

Student Information

First Name **required**

Example

Middle Name

Last Name **required**

Student

Suffix

- Select -

Gender **required**

- Select -

Date of Birth **required**
mm/dd/yyyy

1/1/2015

Enrolling Grade **required**

- Select -

Enrolling School **required**

- Select -

Home/Residential Information

Previous Next

- Continue to answer questions and click “Next” at the bottom of the page.

Step 5

Contact Information

Please include as much information as possible about each Contact entered.

- Contact #1 and #2 are typically the two primary parents/guardians for the student.

Contact Information

Please enter in your student's contact in the order you would like them contacted in case of an emergency.

Contact 1

Title

First Name required

Middle Name

Last Name required

Suffix

Gender required
☐ Male
☐ Female

Relationship to Student required

- Please provide as much information as possible for each contact.

Please enter in your student's contact in the order you would like them contacted in case of an emergency.

Contact 1

Title

First Name required

Middle Name

Last Name required

Suffix

Gender required
☒ Male
☐ Female

Relationship to Student required

Emergency Contact required
☐ Yes

[Previous](#)

[Next](#)

☐ Female

Relationship to Student required

Father

Emergency Contact required

☒ Yes

☐ No

Has custody required

☒ Yes

☐ No

Can pick up student required

☒ Yes

☐ No

Lives with student required

☒ Yes

☐ No

Resides at required

☒ Yes

☐ No

Contact 1 Contact Information

Resides at required

☒ Yes

☐ No

Contact 1 Contact Information

Phone 1 Number required

XXX-XXX-XXXX

123-456-6789

Phone 1 Type required

Mobile

Preferred phone number?

☒ Yes

☐ No

Accepts SMS?

☒ Yes

☐ No

Phone 2 Number

XXX-XXX-XXXX

Phone 2 Type

- Select -

Previous Next

- Continue the same process for each additional contact.

- At least 1 contact must have a priority of 1.

Contact Priority

To adjust the priority in which contacts will be called, please select the appropriate order number next to the name.

Example Parent required



Step 6

- All documents are required to be uploaded to complete the registration process. These will be reviewed by the school once the online registration is complete and submitted.

Document Uploads

You may optionally upload documents to this page. If you are unable to upload documents, please bring them to your child's school.

Proof of Age

Upload student's proof of age: required

☐ I am unable to upload the requested document(s) at this time. I understand that Registration is NOT complete until the school has all required documents. I will bring the missing document(s) to the student's school.

Parent/Guardian Photo ID

Upload parent/guardian photo ID: required

☐ I am unable to upload the requested document(s) at this time. I understand that Registration is NOT complete until the school has all required documents. I will bring the missing document(s) to the student's school.

Proof of Residency

Upload proof of residency: required


☐ I am unable to upload the requested document(s) at this time. I understand that Registration is NOT complete until the school has all required documents. I will bring the missing document(s) to the student's school.

Step 7 - Summary Page

- The Summary page lists all items which are complete, green circle with check, and all sections which have missing information, red oval.
- Please note in the example below very few questions have been answered and the “Submit” button at the bottom of the page is not active.

Summary

We found some missing or incorrect information on the following pages.

PAGE	STATUS
Student	9
New Student	6
Home Language Survey	4
Employment Survey	3
Residency	2
Contacts	1
Priority	
Siblings	1
Medical	35
Mental Health Services	7
Agreements	2
Document Uploads	4
Signature	3

Agreements	2
Document Uploads	4
Signature	3

Find Invalid Fields

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Submit

Please contact your school if you have any questions or issues with completing the online forms. We will be happy to help.