



Orchard Elementary School

2022-2023



Website: www.mcpss.com

- **Register**
- **Returning Student:** A student who attended an MCPSS school for the 2021-2022 school year.
- **New Student:** Never enrolled with MCPSS.

In order to enroll your student and obtain a schedule for the 2022-2023 school year, please complete the registration process online. Once that is complete, please bring a *copy* of all required enrollment documentation, if possible. This will help cut down on the time needed for the enrollment process.

- **Edit your child's online registration record** using the Username and Password sent to you with your child's final report card. After editing and returning student's online record, if the record does not automatically seal, follow the instructions below.
- **Provide required enrollment documentation** to the school's registrar (proof of residence, updated immunizations, custody, etc.) by EMAIL to bjwiggins@mcpss.com or by fax to (251) 221-1570. Include your contact number and the student's full name.
- **The enrollment process is not complete until the online record is **EDITED**, required enrollment documents have been provided to the school's registrar, and the online record is **SEALED** for the new school year.**

Required: One (1) proof that reflects physical residence:

All money amounts may be concealed

- Property Tax Record/Receipt
- Property Deed
- Homeowners Insurance Policy
- Mortgage Statement
- Apartment or House Lease
- Renter's Insurance Policy or Housing Agreement

Required: One (1) proof from the following listing:

All money amounts may be concealed

- Utility Bills or Utility Deposits Receipts; Water/Gas/Telephone/Electric/Cable/Garbage
- Income Tax Records from IRS to Parent/Guardian
- Other Official Proofs – correspondence from Social Security Office, DHR, Food Stamp Office or Temporary Assistance to Needy Families (TANF)
- Bank Records, Checking, Savings, Loan, Investment
- Employment Records – Company check, verification letter from employer
- Two (2) Credit Card Accounts (counts as one proof)

NEW Students to Mobile County Public School System – Documentation needed for enrollment:

1. Two current proofs of residence in the name of the Parent/Guardian
2. Parent/Guardian Photo ID
3. Student's Certified Birth Record
4. Court Custody Documents (if applicable)
5. Student's Social Security Card
6. Alabama Immunization Certification
7. School Records from their previous school:
 - Withdrawal Notice along with previous school contact information
 - **Final Report Card for 2021-2022**
 - **Transcript** (if sealed, please do not open)
 - IEP or 504 Plan (if applicable)

For new students and/or returning students with a change of address who DO NOT have proofs of residence in the parent/guardian's name, they will have to complete an enrollment assessment online with MCPSS district office. See district letter posted on MCPSS' website and included in the student's end of the year report card. **If you have questions, do not have access to the internet, or need assistance concerning the ENROLLMENT ASSESSMENT PROCESS, please call (251) 221-7777 option #6.**

It is important that all returning students complete their 2022–2023 registration/enrollment process as soon as possible! Our scheduling team is in the process of preparing classes.

Orchard Elementary School (251) 221-1571
Registrar bjwiggins@mcpss.com