



Mobile County  
PUBLIC SCHOOLS

# LET'S GET REGISTERED!

ONLINE REGISTRATION AT [MCPSS.COM](http://MCPSS.COM)

begins March 24, 2025

Registration

deadline:

June 1, 2025



## PARENTS, HERE'S WHAT YOU NEED TO KNOW:

### EASY TO REMEMBER:

Your MCPSS Username is the Enrolling Parent/Guardian's email address.

Your Password is the oldest active student's birth date.

For example:

Username: [myemail@gmail.com](mailto:myemail@gmail.com)

Password: mmddyyyy

Two proofs of residence are required to register your child for the 2025-26 school year.

Beginning with the 25-26 school year, MCPSS requires all students to show new proofs of residence, within 60 days from the start of school. These proofs are now required every year. Also, each time a student changes his/her address, new proofs of residence are required.

**TWO CURRENT PROOFS OF RESIDENCE ARE REQUIRED: One proof that reflects your physical address and one proof from a utility company or one of the options from List 2.**

#### LIST 1

**ONE (1) PROOF THAT REFLECTS PHYSICAL RESIDENCE:**

- Property Tax Records or Deeds
- Tax receipt record
- Homeowners insurance policy
- Mortgage statement
- Apartment or House Lease
- Rent receipt
- Renters insurance policy, or housing agreement

#### LIST 2

**ONE (1) PROOF FROM THE FOLLOWING:**

- Utility Bills or Utility Deposit Receipts
- Water/Gas/Telephone/Electric/Cable/Garbage
- Income Tax Records from IRS to the Parent/Guardian
- Copy of check/correspondence from IRS

#### FROM LIST 2:

If you do not have a utility bill, then see below. Here are other official proofs you may use:

#### Check or Correspondence

From the Social Security Office, Department of Human Resources (DHR), Food Stamp Office or Temporary Assistance to Needy Families (TANF)

#### Bank Records

Checking/Savings/Loan statement  
Investment certificate

#### Employment Records

Company check/Verification from employer  
Two (2) Credit Card Accounts (counts as one proof)  
Any two (2) major credit card account statements

Note: All dollar amounts are to be concealed.

Contact your child's school if you have questions.

Remember, your USERNAME is the Enrolling Parent/Guardian's email address, and your PASSWORD is the Oldest Active Student's birth date!

For example: Username: [myemail@gmail.com](mailto:myemail@gmail.com) Password: mmddyyyy

**LEARNING TODAY. LEADING TOMORROW.**



To register your child for school:

- Log on to [www.mcpss.com](http://www.mcpss.com)
- Under "ENROLL," choose one of the following:
- "Returning Students" (A student who has attended school in MCPSS; OR
- "New Students" (A student who has never been enrolled in MCPSS)
- Complete all information online
- Follow directions provided
- Keep in contact with your child's school for additional information



# FREQUENTLY ASKED QUESTIONS

## **What is registration?**

Registration is the process of notifying the school that your child will attend for the 2025-26 school year.

## **What is the difference between a new student and a returning student?**

A "new student" is any student who has NEVER been enrolled in Mobile County Public Schools. A "returning student" is a student who has attended school in Mobile County Public Schools before.

## **Where do I go to register my students?**

Go to [www.mcps.com](http://www.mcps.com) and click "ENROLL," then click on either "Returning Students" or "New Students."

## **What is needed to register my students?**

A computer with internet access. You will need to know your child's information, such as birth date, social security number and parent or legal guardian information. If your child is a returning student with MCPSS, the USERNAME will be the enrolling parent/guardian's email address and the PASSWORD will be the oldest active student's birth date.

**For example: Username: [myemail@gmail.com](mailto:myemail@gmail.com) Password: mmddyyy**

## **Who can register a child?**

The parent or legal guardian.

## **What if I have more than one child?**

The online registration is designed for family use. You may register all your returning students at one time on the "Returning Student" webpage.

## **What if my children go to different schools?**

You may register all of your returning or new students regardless of the school(s) they attend.

## **What if I have children who have never attended a Mobile County Public School?**

Register new students by clicking on "New Student Registration." You will need to create your Username and Password. Your USERNAME will be the enrolling parent/guardian's email address and your PASSWORD will be the oldest active student's birth date.

## **What if my address has changed?**

First, go to [www.mcps.com](http://www.mcps.com). Go to "ENROLL," and click on "School Zone Maps." Enter your new address and then a list of schools in your district will be provided. You must register your child online as a returning student for the school in your zone. After registering your student online, you will need to go to the new school to complete the registration process. You will be asked to provide your photo I.D. and two proofs of residence reflecting your new address.

## **Why do we have to register online?**

MCPSS is advancing the use of technology to assist our parents in streamlining the registration process.

## **What if I do not have a computer or do not know how to do the registration?**

Call your child's school for assistance. You may also visit any of the Mobile Public Libraries to access a public computer.

## **Do I still need to show/provide proofs of where I live?**

Yes, beginning with the 25-26 school year, MCPSS requires all students to show new proofs of residence each year. Please visit [www.mcps.com/enrollment](http://www.mcps.com/enrollment) for a detailed description of acceptable proofs of residence.

## **What do I need to do if I do not have proofs of residence that are in my name?**

First, log on to [www.mcps.com](http://www.mcps.com). Click on the "ENROLL" tab at the top of the page, scroll down to the bottom of the dropdown window, and click on the "Affidavit of Residence Form" link.

## **The Affidavit of Residence must be completed and notarized within 60 days of August 11, 2025.**

Please note that additional documentation (listed on the website) will also be required at the time of registration. If you do not have the ability to print the form, you may obtain one from your child's school OR contact an MCPSS Social Worker at 251-221-4275.

## **What if my child has applied for a transfer to attend a school that is not in his/her assigned school zone?**

Register your child for the school he or she is zoned to attend. Once your child has been approved to attend the requested school, contact the new school.

## **Will I need to go to the school after I register online?**

Yes, you will have to bring current, physical proofs of residence each year to your child's school at their registration event. Visit your school's website to get more information about what your child will need before school begins, such as the supply list, teacher names, class schedules, fees, P.E. uniforms, lockers and other related issues.

## **Can I scan the documents at home?**

Yes. While you are registering online, you may access a section that will allow you to upload required documents. \*\*\*Reminder: Current, physical proofs will have to be provided at your school's registration event before school starts (see above question).\*\*\*

## **If my internet service is interrupted or I need to stop after I begin the online registration process, will I lose all of my information?**

No. Just log back in with your username and password.

## **How long does the registration process take?**

Approximately 15-20 minutes for the first child and 5-10 minutes for each additional child.