



ONLINE REGISTRATION INSTRUCTIONS

**** YOUR STUDENT MUST BE 5 YEARS OLD BY SEPTEMBER 30, 2023 TO BE ELIGIBLE FOR KINDERGARTEN REGISTRATION****

Please Read All Directions

If you have a child(ren) entering kindergarten or are new to the Madison Local School District, registration is completed online. If you do not have access to a computer (this CANNOT be done on a phone), you can come to the Board of Education at 1956 Red Bird Rd Madison, Ohio 44057.

Please have the following documents available during the online registration:

1. Birth Certificate of student
2. One photo ID of parent or legal guardian
3. Proof of Residency - acceptable documents:
 - If renting** - a copy of your current signed lease agreement
 - If owner** - **ONE** of the following: full utility bill showing service address (electric, gas, water/sewer), home mortgage coupon, tax bill, insurance policy on dwelling, paycheck stub with address OR purchase/construction contract
 - If living with another family within the Madison Local School District** - an Affidavit of Residence form ([DOWNLOAD](#)) must be notarized AND Proof of Residency is required
4. Custody documents or court orders (if applicable)
5. Immunization record of student completed within the past year (Kindergarten only)

Please print and complete the following forms:

6. Medicaid Form ([DOWNLOAD](#))
7. Bus Form (kindergarten only) ([DOWNLOAD](#))
8. Release of Records Form (not required for new kindergarten students) ([DOWNLOAD](#))

If you do not have the ability to upload documents in the online registration, required documents will have to be brought to the Board of Education or emailed to denean.mabe@madisonschools.net. Enrollment **cannot** be completed until the online registration is completed and all required documents are obtained.

EXISTING FAMILIES ENROLLING A NEW STUDENT – If you currently have an existing student within the Madison Local Schools please log into your PARENT PORTAL in Infinite Campus.

Step 1: Log into your parent portal

Step 2: Select MORE from the left hand side of screen

Step 3: Select EMA Athletics in the middle of the screen

Step 4: Select the correct year you are registering for.

*** If you select the wrong year you will be notified to complete a new online registration in the correct year. This cannot be changed by registrar ***

Step 5: Update current student(s) information and then add new student(s) you want to register.

Step 6: You MUST click on the red submit button and confirm in order for your application to be processed.

FOR FAMILIES ENROLLING IN MADISON FOR THE FIRST TIME

Only the Parent/Guardian can complete a new student registration

Select the correct year you are registering for.

*** If you select the wrong year you will be notified to complete a new online registration in the correct year. This cannot be changed by registrar ***

Follow the screens until registration is complete. You MUST click on the red submit button and confirm in order for your application to be processed

If you have any questions regarding registration please contact Central Registration at (440) 428-9318. FYI - the enrollment office will be closed beginning June 14th, 2023 and will open again on July 5th, 2023.

[Click here to begin Online Registration](#)

This page and link is available at madisonschools.net under student registration, K-12 registration