



## **ONLINE registration instructions FOR PARENTS WITH NEW STUDENTS K-12**

**\*\* YOUR STUDENT MUST BE 5 YEARS OLD BY SEPTEMBER 30, 2022  
TO BE ELIGIBLE FOR KINDERGARTEN REGISTRATION\*\***

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

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 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 in order for your application to be processed.

Once your online registration is complete you will need to print and fill out the attached forms and provide the below listed documents. Please bring to the Central Registration Office located at 1956 Red Bird Rd. Madison, OH.

**What you will need for each student:**

1. Photo ID of yourself (Driver License)
2. Birth certificate
3. Proof of residency (see below)
4. Custody documents or court orders – all pages
5. Health Questionnaire [DOWNLOAD](#)
6. Proof of physical examination/immunization form completed within the past year (Kindergarten only) [DOWNLOAD](#)
7. Request for Release of records (not required for kindergarten) [DOWNLOAD](#)
8. Language survey [DOWNLOAD](#).
9. For students with an IEP – Medicaid form [DOWNLOAD](#)

**Proof of Residency:**

For families living within the Madison Local Schools District, a current tax bill, water/sewer, electric or gas bill showing name and address or a copy of signed purchase or rental agreement may be used to enroll your student. You will also need to fill out a custody and residence affidavit. [Click here to download the Custody and Residence Affidavit form.](#)

**Affidavit of Residence:**

If parents are living with another family within the Madison Local School District, they must provide an Affidavit of Residence. The homeowner fills out the top portion and the parent/guardian fills out the center section. Both parties will sign the form in the presence of a notary. Proof of residency is also needed from the homeowner. [Click here to download the Affidavit of Residence form.](#)

If you have any questions regarding registration please contact Central Registration at (440) 428-9318.

[Click here to begin Online Registration.](#)