

**Note: To be eligible for Kindergarten, children must be 5 years of age on or before September 30, 2021**

**If you are registering a Kindergarten student for the 2021-2022 school year, please PRE-REGISTER here:**

<https://docs.google.com/forms/d/e/1FAIpQLSdSg-TOWhIB8ADsmSwpBfhin3WsqP2St6Br7pdPIbARsQ9LQ/viewform>

**Once you have submitted form please complete the steps below.**

### **Procedure**

To get started enrolling your child in Madison Public Schools, complete your **ONLINE REGISTRATION** then gather all of the required documents. Your online registration CANNOT be completed on a cell phone. You must use a laptop or desktop. Don't forget to click on the red **SUBMIT** button at the end of the online form.

### **Who can register a student?**

Enrolling a child in Madison Local Schools must be done by a custodial parent who lives within the district. A new student cannot be registered by a parent or other relative who does not have legal custody of the child.

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

(You will need to take a picture of each document below and email to [leanna.revier@madisonschools.net](mailto:leanna.revier@madisonschools.net))

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 (PRE-K AND KDG.) **DOWNLOAD**
7. Request for **Release of records** (not required for kindergarten) **DOWNLOAD**
8. Language survey **DOWNLOAD**
9. For students with an IEP **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.](#)**

**Residency Affidavit:** 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 Residency Affidavit form.\*](#)

If you have any questions regarding your Online Registration, please call or email [leanna.revier@madisonschools.net](mailto:leanna.revier@madisonschools.net) (440)428-9318 or [janet.maurer@madisonschools.net](mailto:janet.maurer@madisonschools.net) (440)428-9324.