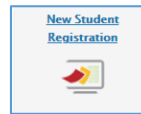


MCS New Student Registration

Create a New Account

To enroll a new student, you must first create an account. Follow the steps below to complete this process:

- 1 Click on the New Student Registration button



- 2 Click Start



- 3 Read the message displayed on the page. When you are ready to begin the registration process, check the box "I'm ready to begin" then click "Save and Next"

- 4 Enter a unique username

Username *

- 5 Create a password for your account. It must contain a number and have at least 6 characters

Password *

- 6 Enter the same password here

Confirm Password *

- 7 Enter your email address. If you don't have one, we encourage you to create one and enter it here. We will use this email in case you forget your password

Email address (needed if you forget your password)

- 8 Select a challenge question from the drop-down menu

Challenge Question (in case you forget password) *

- 9 Enter the answer to the challenge question. It is case sensitive

Challenge Answer (ANSWER IS CASE SENSITIVE) *

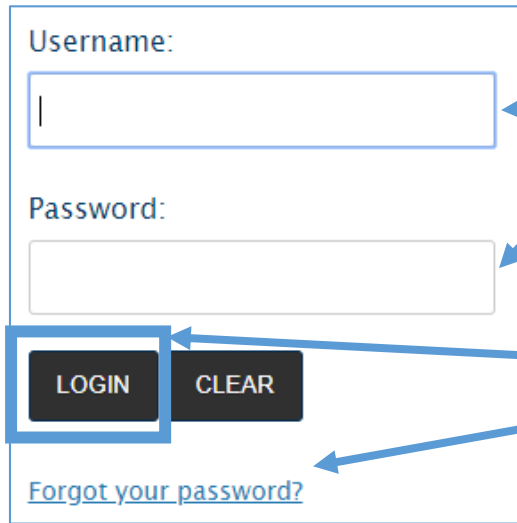
- 10 Click "Save and Next"

If you didn't enter an email address, you'll see this window. Click "Yes" if you would like to proceed without entering an email address. Click "No" to return to the screen to enter an email address.

You cannot retrieve lost passwords without an email address. Are you sure you want to proceed?

MCS New Student Registration

How to Login to your Account



The image shows a login form with the following elements:

- Username:** A text input field with a vertical cursor.
- Password:** A password input field.
- Buttons:** Two buttons labeled "LOGIN" and "CLEAR". The "LOGIN" button is highlighted with a blue border.
- Link:** A blue underlined link labeled "Forgot your password?".

Annotations with blue arrows point to the Username and Password fields, the LOGIN button, and the "Forgot your password?" link.

Enter your username and password in the corresponding box

Then, click Login

If you don't remember your password, click "Forgot your password?"

MCS New Student Registration

Document Preparation

Before registering your student for Modesto City Schools, we recommend gathering all the required documents beforehand. This will streamline the registration process. If you are planning to register your student online, we recommend scanning or otherwise uploading your documents to your computer so that you can include them in the online preregistration form. If you are not comfortable or able to upload them to a computer, that is fine. The school site you are registering for will work with you to get the documents they need.

Document Checklist:

- Proof of Age (*one of the following*)
 - Original birth record
 - Baptismal or church certificate
 - Parent's notarized affidavit
 - Valid passport
 - Physician certificate
- Immunization Verification
 - Official state immunization record
- Address Verification (*two of the following, must include the same parent/guardian name and address as submitted on the registration form*)
 - Copy of a recent utility bill (PG&E or City of Modesto/Riverbank only)
 - Copy of recent rental agreement (accepted only if from a property management company)
 - Copy of recent purchase agreement or escrow title paperwork stating the buyer will live in the home
- Adult ID Verification (*one of the following, ID must match the registering parent or guardian*)
 - Driver's license
 - Passport
 - Other official ID
- Custody Paperwork (*if applicable*)
 - Caregiver affidavit OR
 - Legal court paperwork as it relates to custody or visitation
- Oral Health Assessment
- Proof of Physical

Grades 7-12 only:

- Drop papers/ withdrawal paperwork/ unofficial transcripts from the most recent previous school
- Clearance from Child Welfare and Attendance (*if coming from Alternative Education*)
- Current IEP or 504 Plan (*if applicable*)

MCS New Student Registration

Checking your Status

After you complete the online registration process, you might want to go back in to check the status of your student. To do so, return to the registration portal on the Modesto City Schools webpage and sign in with the account you made. Please refer to the earlier steps if you are unsure how to sign in. Once you sign in, you will see this page:

The screenshot shows the 'Your Students Registration Gateway' interface. On the left is a navigation menu with items: 'Create or Edit My Account' (6), 'Pre-Register', and 'Logout' (7). The main content area has a header 'Your Students Registration Gateway' and a paragraph: 'This page displays all records this user has access to view/edit. If your record is not yet finalized you can click edit to update information. Please make sure you have read and saved information from the Checklist as you may need it after this Gateway process.' Below this is a table with one student record: John Smith, Status Saved. To the right of the record are 'Edit' and 'Delete Student' buttons (3). At the bottom are 'ADD STUDENT' (4) and 'FAMILY REVIEW' (5) buttons.

1	First Name	Last Name	2	Status	3
	John	Smith		Saved	Edit Delete Student

4 **ADD STUDENT** **FAMILY REVIEW** 5

1. The student(s) you registered will be listed
2. Look here to check their status
3. You can edit or remove a student record
4. You can register additional students
5. You can review the family
6. Click here to change your account information, including adding an email or changing your password
7. Click here to logout again