

**These instructions are for a NEW Mayfield Resident Student  
with no current students enrolled in the district.**

**If this does not define your status, please visit [Mayfield Schools Online Registration](#)  
to select your appropriate status.**

- Access the Mayfield website, select **MENU > In the ‘Our Families and Community > Registration’ section, click on Registration Office** (A link at the end of these instructions is also provided). Please note this cannot be done from a handheld device/tablet.
- **ONLY the Residential legal parent/guardian may register a new student.** Enter the First Name, Last Name, Email Address and Verify Email Address of the person who will be **entering the registration data**.
- **Be sure to select the correct Registration and School Year you are applying for.**
- Check the “I’m not a robot” box and if prompted, select the appropriate pictures asked for and click OK.
- Click the **Begin Registration** button. An email will be sent to the entered email address with a link to begin.
- Open your email from [mayfield@mayfieldoh.mg.infinitecampus.org](mailto:mayfield@mayfieldoh.mg.infinitecampus.org)
- Click on the provided link at the bottom of the email to begin the registration application. If the link doesn’t open for you, try copying and pasting it into a different browser.
- Verify you have all the information needed and click **BEGIN** (see required documents [here](#)).
- Type your name in the box and sign your name on the line, then click **SUBMIT**.
- Read the **Tips for Online Registration**.
- In the upper right-hand corner, you will see your **Application Number**. Write the number down, as the school may need this number if you need assistance.
- Click **BEGIN**
- All required fields with a red asterisk \* must be completed for each section, and each section must be done in order.

Application Number 21

#### **HOUSEHOLD INFO**

- Verify Home Phone and Contact Preferences (If there is no landline, please enter primary cell phone #).
- Household Status – Answer the Rent/Own questions and then the Property outside Mayfield question.
- Upload **required** Photo ID, Mortgage/Lease Agreement, Utility Bill/Pay Stub or Bank Statement.
- Enter Home Address – please make Heights as **Hts**, Village as **Vlg**, and Township as **Twp** (no periods or commas).
- Separate mailing address can be used if you have a PO Box.

#### **PARENT/GUARDIAN INFO**

- Click **ADD NEW PARENT** to enter each parent/guardian’s information. **ANY PARENT** with legal rights to the student and school information must be listed here (whether they live with the student or not).

#### **EMERGENCY CONTACTS**

- It is **required** to have at least 1 emergency contact and **CANNOT be a parent/guardian**. Click **ADD NEW EMERGENCY CONTACT** and provide a required phone number & optional address & birthdate if available.

#### **STUDENT ENTRY**

- Click **ADD NEW STUDENT**.
- Each tab must be done in order. Click **NEXT** and **SAVE/CONTINUE** to move on to the next section.
- Enter all required information. Please enter students **LEGAL** name as it appears on the Birth Certificate.
- **Birth Certificate Required to be uploaded** for all new students.
- Upload any Student Services documentation if applicable.
- Answer Housing (is student homeless).
- **Student Services:** If your child receives any special services (IEP, 504 or Gifted), it is **required** to provide documentation (either upload here or hand deliver to Pupil Services at the Board of Educ). Your student will NOT be enrolled until this documentation is received if applicable.
- If students **home language is not English**, the Usage Language Survey (first page only) must be filled out and uploaded within the application.
- **Previous School:** If the student is coming from a previous school, it is **required** to upload or provide to Pupil Services the Release of Records form **ASAP**. (Form found [here](#)).
- **Relationships:** Be sure to select guardian if it legally applies. In order to receive important school information through mailings, email or phone, the Mailing/Portal/Messenger boxes must be checked.
- If applicable, upload **any legal documents** regarding custody or parental access to school information.
- Grant or deny permission for child to be transported to hospital if needed.

- **Health Services:** Add any health conditions or medications where prompted. Medication forms are required and can be found [here](#).
  - **Preschool Health Questionnaire** if applicable – Fill out [form](#) and save to upload here.
  - **Immunizations:** The most recent immunization record must be on file for each Mayfield resident student.
    - **7<sup>th</sup> & 12<sup>th</sup> graders have specific immunizations needed before the beginning of school. Please comply.**
    - Upload the **required** Immunization record
  - Acknowledge each **Release Agreement** and select appropriately.
  - Sign the application to authenticate all the information is true. (Click & Drag mouse)
  - Enter the date you are submitting the application.
- If you need to add another new student, click the ADD NEW STUDENT and continue with the same process.
  - Click **SAVE AND CONTINUE**
  - Click **SUBMIT** in order to complete the application.
  - You will receive an email whether the application is on Hold, Denied, or Approved within 5-7 business days. Once approved and the student is enrolled in the system, the school will contact you with more information.
  - **\*\*IMPORTANT\*\*** In the approval email, it will contain the **Activation Code for your IC Parent Portal Login**. **Please follow the instructions in the email to create your Parent Portal Login** to access your student's information and to keep all demographics and household information up to date. Once your new student has been enrolled, you will see their information on your Infinite Campus Parent Portal. For help with your IC login, email: [ichelp@mayfieldschools.org](mailto:ichelp@mayfieldschools.org)
  - If you need further assistance, please contact our **Registrar at 440.995.7243** or email [rbell@mayfieldschools.org](mailto:rbell@mayfieldschools.org)
  - Click the link below to access the Online Registration

<https://mayfieldschools.infinitecampus.org/campus/OLRLogin/mayfield>

*Welcome to*

