

2022-2023 School Year Registration

Registration for all MCW students will take place **online** this year. This process will begin on August 10. Because this is a new process, we are asking all families to review the demographic information already in our system, and we have some additional information we are asking to be able to better serve our students' needs.

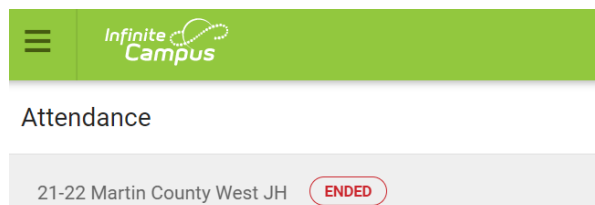
In order to register your student(s) for school, you will need to log in to your Infinite Campus parent portal. If you have never used this tool before, please access it at the following website: <https://mncloud3.infinitecampus.org/campus/portal/martin.jsp>. Families who are new to the District may follow the link on MCW's webpage.

We have created usernames and passwords for all existing parents/guardians in our system. All parent/guardian usernames are formatted as follows: "parentfirstname.parentlastname". If you have never logged into the portal before, the default password is MCW123456. Once you are logged in, please change your password to something you will remember. Your password can be reset by building secretaries. While you are in the portal, please take time to familiarize yourself with the information you can find there. You can even set it up to send alerts for things such as student grades, and lunch balances.

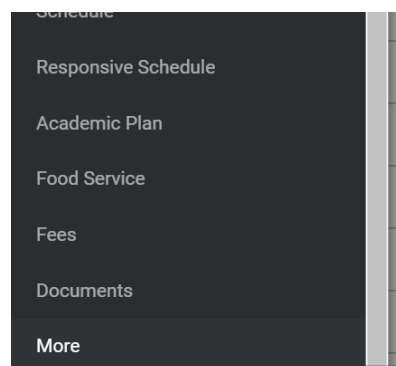
Offices will not be accepting paper registration forms, as the forms that have been on our website previously are now out of date due to our updated system. If you do not have access to technology to complete your registration, you may visit any of the school office buildings after August 10, and there will be a computer or tablet to use to complete the registration process while you are at the building. You may also be able to get computer time at your local public library.

How to Access Online Registration

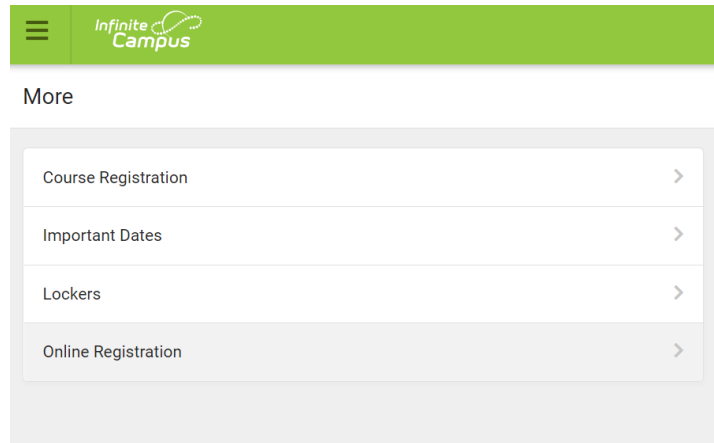
Log into your parent portal on a computer or tablet, the website is not optimized for cell phones at this time. In the upper left hand corner, select the three lines to bring up the menu.



Scroll to the bottom of the menu, and select "More"



Select "Online Registration"



Follow the directions and prompts in the to fill out/update registration information for all your MCW students.

If you need any assistance, please contact any MCW office.

Things to remember

- If your student lives in two households, only the household that registered them last year will be able to register them this year. If that information needs changed, please contact your school secretary and they can make that update.
- In order for office staff to schedule a conference for your elementary school student, you must have completed online registration for your student. Conference sign ups will begin August 22.
- Families who are new to the district will be able to find a link on the MCW website to register their students.
- If your child needs a prescription medication form, Special Diet Statement, or Asthma Action Plan, those can be uploaded during the registration process. Remember, it is the responsibility of the parent/guardian to have a physician sign those forms prior to the school year. Health office staff will not be able to fax forms to providers. We will still accept paper copies of these forms.
- If your child received any immunizations outside the State of Minnesota or requires a vaccine exemption form (that we do not already have on file), those can be uploaded during the registration process as well. We will still accept paper copies of these forms.