



Pierce Weekly Update

Main Office—248.674.0331 | Attendance—248.674.1144 | Counseling Office—248.674.3288

ONLINE REGISTRATION

If you haven't completed the online registration yet, please do so before the walk-in registration in August. It only takes about five minutes (per student). Quick & easy! Directions are included in this Update.

You must use a desktop computer, laptop, or tablet in order to complete the online process. The link will not show up on a smart phone. If you do not have a desktop computer, laptop, or tablet, you may use a computer at the Waterford Township Public Library or you may use one of the computers in computer lab 103 at Crary. This lab is in the front of the building when you come in the main entrance doors from the south side of the building. Lab times:

- August 6th, 7th, 8th, 9th, 10th from 8:00-4:00 p.m.
- August 13th, 14th, 15th from 8:00-4:00 p.m.
- Extended hours on August 8th, 9th, and 15th until 6:30 p.m.

Staff will be in the Crary lab to assist you.

If you have any questions, please contact our Data Center:

parentportal@wsdmi.org
248-682-2658

For those of you who indicated an address change when completing the online process, you will need to go to Central Enrollment to complete the address change. You will need to complete a Change of Address form, included in this packet, and provide proof of residence.

WALK-IN REGISTRATIONS



Tuesday, August 21—8th grade

Wednesday, August 22—7th grade

2:00-6:00 p.m.

Thursday, August 23—6th grade

Last names beginning A-K—2:00-4:00

Last names beginning L-Z—4:00-6:00

It is highly recommended that you complete the online registration process before arriving to the walk-in registration. The back-to-school online registration link is up and running in MiStar Parent Portal. You may access the link using a desktop computer, laptop computer or a tablet. You will not be able to use your smart phone for this process.

Once you have completed the online registration process, at the walk-in registration you will be able to:

- Turn in sports physical form, parent volunteer affidavit, and medication form (if needed)
- Pay any outstanding fines, including outstanding meal charges
- Turn in immunization record (7th graders and students new to Waterford only)
- Receive student schedule and locker assignment
- Purchase a yearbook
- Sign up to start selling raffle tickets for your child's 8th grade Washington, D.C. trip (Yes, 6th & 7th graders may start selling now for their trip!)
- Sign up for Pierce sports
- Join the PTO

After going through the walk-in registration, you will be able to tour the school, find and practice the assigned locker, and find the students assigned classrooms.



Inspire **EDUCATE** *Empower!*

Back to School Registration

Step by Step Instructions

For the 2018-2019

School Year

If you need your PIN and Password or help completing this process,
please contact our Data Center. Phone (248) 682-2658
email: Parentportal@wsdmi.org

Instructions

1. Logon to Parent Portal.

(Parent Portal can be accessed via our District web page at:

<http://www.waterford.k12.mi.us/>

Click on the Portal drop down and select Parent Portal. The system will then prompt you for your pin and password).

If you do not know your logon credentials, click “Need your login Information?” and the system will email your credentials to you.

2. Once logged in, Select the **Back to School Registration** link (in Red).



3. Student and Contacts are displayed for review and processing.
 - a. Select the **register now** button
 - b. The registration process needs to be completed for each student and contact

+ Contact:	[Redacted]	Changes Pending	Re-Enrollment Incomplete	Register Now
+ Demographics				Not Confirmed
+ Volunteerism				Not Confirmed
+ Student:	[Redacted]		Re-Enrollment Incomplete	Register Now
+ Demographics				Not Confirmed
+ Household Address Verification				Not Confirmed
+ Emergency Contacts				Not Confirmed

4. Instructions are displayed on the screen
 - a. Select the requested response
 - b. Click the confirm box at bottom of page
 - c. Select submit button at the top left of the screen (Continue doing this process through each prompt)

- 5. Selecting links opens the documents in new browser tabs to review, download or print
 - a. Select the “My Information” tab to continue registration



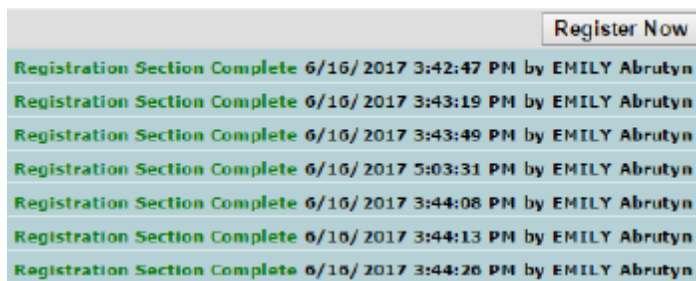
- 6. Required responses, if not selected upon submit, will result in an error message being displayed. For example.....

The following issues must be addressed before this information may be submitted
Acceptable Use Policy Acknowledgement is required.

- a. To address an error
 - Select the requested response
 - Click the confirm box at bottom of page
 - Select Submit

7. Registration is complete when:

- a. The red Registration Incomplete message no longer appears in the header
- b. Steps Section are listed as complete in green highlight





IT'S A CONTEST

WATERFORD SCHOOL DISTRICT IS HAVING A CONTEST TO PROMOTE THEIR NEW ONLINE REGISTRATION.

Each student is entered automatically into the contest once their parent completes the *NEW 2018/2019 online Back to School Registration process in the Parent Portal.*

RULES:

- a. Must fully complete the process for their student to be entered.
- b. Must complete the process prior to the date of Meet and Greet and/or School Registration for Middle and High School students.
- c. Must be going to an Elementary School, Mason, Pierce, Mott or Kettering.

AWARDS:

- a. Each student's name that is drawn will win **a \$50 iTunes card.**
- b. 2 students will be drawn from the elementary level, 2 from middle school level and 2 from high school level.

WHEN: Parents and students that won will be notified the first week of school.

Questions: please contact our Data Center at parentportal@wsdmi.org or call us at: 248-682-2658 for any questions.





WATERFORD SCHOOL DISTRICT – CENTRAL ENROLLMENT
CHANGE OF ADDRESS FORM

GEO Code _____

Date: _____

NR SOS BUS

Parent Name (Last) _____ First _____

New Address: _____ City: _____ Zip: _____

New phone #: _____ Work or Cell Phone #: _____

List school age children living in the home:

Table with 5 columns: Child's Name, Current School, New School, Grade, Special Education. Rows 1-4.

Parent Signature: _____ Date: _____

Old Address: _____ City: _____ Zip: _____

FORM MUST BE RETURNED TO CENTRAL ENROLLMENT WITHIN 5 SCHOOL DAYS

Box containing requirements for residency proofs and a list of additional proofs required.

New Address - Office Use Only

Proofs Provided // Proofs Needed _____

Within Waterford School District Boundary/Outside Home School Boundary

School Selection Request – Requested Building _____

Approved Denied

Outside Waterford School District Boundary

Transferring to new District, Name of District _____

Student is allowed to remain through the end of _____ school year.

Administrator: _____

Date: _____

Title _____