



Pierce Weekly Update

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

LABS AVAILABLE FOR ONLINE REGISTRATION

Starting Monday, August 6th, computer lab 103 at Crary will be open for parents/guardians to use in order to complete the online registration process. Staff will be in the Crary lab to assist you on the dates below:

- 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.
- August 8th, 9th, 15th from 2:00-6:30 p.m. Spanish translators will be available

Please complete this process before our walk-in registrations.

ADDRESS CHANGES

For those of you who indicated an address change when completing the online process, **please 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. The various types of proofs that are accepted by the district are listed on the Change of Address form. This must be done before the student schedule will be released.

QUESTIONS?

If you need your login information for MiStar Parent Portal, please contact:

dupuil01@wsdmi.org
248-674-0331

If you have any questions regarding the online registration process, please contact our Data Center:

parentportal@wsdmi.org
248-682-2658

Navigate your day with Pirate Pride!

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.



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:

Child's Name	Current School	New School	Grade	Special Education
1. _____				
2. _____				
3. _____				
4. _____				

Parent Signature: _____ Date: _____

Old Address: _____ City: _____ Zip: _____

******FORM MUST BE RETURNED TO CENTRAL ENROLLMENT WITHIN 5 SCHOOL DAYS******

<p>In District moves require 3 new proofs of residency. Required – one of the following:</p> <ul style="list-style-type: none"> ❖ Purchase agreement stating occupancy or closing date ❖ Mortgage or property tax statement ❖ Rental agreement with date of occupancy, parent listed as leaseholder or occupant, and name and phone number of manager/landlord for verification ❖ Residency Affidavit (if home or apartment is in someone else's name) must go to Central Enrollment office if this form needs to be completed. Driver's license required as identification for both parties. 	<p>Additional proofs required: two of any of the following;</p> <ul style="list-style-type: none"> ❖ Utility bill – must be one of the two additional proofs ❖ Payroll stub showing address and date ❖ Car insurance bill ❖ Credit card bill ❖ Other as approved by Central Enrollment
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*******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 _____



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:		Changes Pending	Re-Enrollment Incomplete	Register Now
+ Demographics				Not Confirmed
+ Volunteerism				Not Confirmed
+ Student:			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

