

Frequently Asked Questions

STUDENT SERVICES

Registration

What documents are needed to do registration for a new student?

- Birth Certificate
- Social Security Card
- Guardian's ID
- Lease or Mortgage (If your name is not on the lease or mortgage, you will need an affidavit, please see below for what's needed for an affidavit.)
- Current Utility
- Transcripts (if you have them)

Parent Portal

Parent is not showing up as having any students in their household or is missing a student in their household:

- Parent is not listed as a Guardian
- Parent does not have a start date as Guardian
- Parent may have two households and one needs to be deleted
- That parent may not be listed in the household

If a parent cannot Access Parent Portal because the student needs a social and they don't have a social security number (anyone who has used a 999#).

They need to email central registration and we give them the last four of their 999 number.

Parent cannot remember their Parent Portal information:

An email needs to be sent to DIS for portal reset, or the parent can go in to OLR and fill out a new to the district application (there is a box on the first page that asks if the student has ever been to MCSD that the parent can check to alert us).

Online Registration

Parent can't save or continue

There is a field that hasn't been answered in one of the pleats.....if parent closes out and goes through everything again, it should show up in red for them.

Parent can't upload documents

File size is too large. Parent can resize picture or email them to Central Registration.

Hardships/ Open Seat Transfers

Can I apply for or get a Hardship/Open Seat Transfer?

Hardship deadline has closed to current MCSD students. The open timeframe was from May 11th 2020 to May 22nd 2020.

New to the district students may apply for a Hardship

Since some students will not be returning to their home school and my Hardship/Open seat transfer was denied, can my child now have that spot?

Even though some students are taking virtual classes, we have to keep their seat open for them when they return to traditional classes.

My hardship was denied, can I get a different school?

Unfortunately, no and there is a no appeals process on denials.

Affidavits

How do I get an Affidavit?

Please call the school or call 706-748-2000 to set up an appointment.

What All documents do I need for an Affidavit?

- You will need a full copy of the homeowner's Lease or a Mortgage/Tax statement
- Current Utility no older than 30 days (cannot be a cell phone bill)
- Your ID and the homeowners ID

I had an Affidavit last year can I use that one?

Affidavits expire the last day of each school year. Affidavits need to be renewed yearly.

Is it true that Affidavits are verified?

Yes, Affidavits are verified through the owner of the residence and monitored throughout the year.

The information contained in this document is subject to revisions and changes as health guidelines and situations change and evolve.