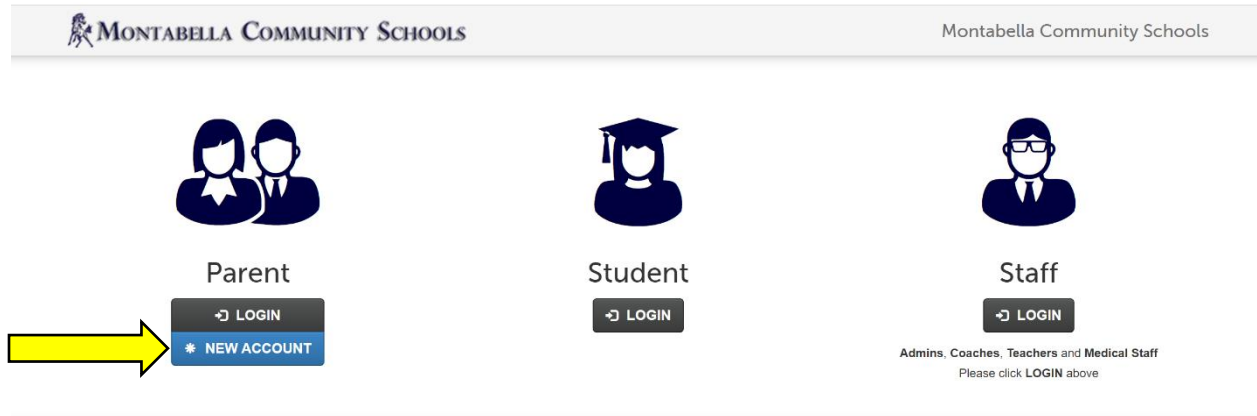


# How to ENROLL new students at Montabella Community Schools

1. Go to [Montabella website](#) and at the top left by the Mustang click on “Enroll”

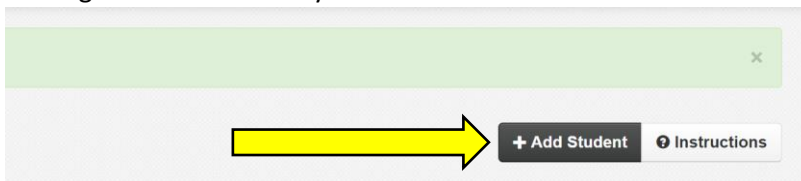


This will take you to Final Forms to complete the enrollment process.



2. If you do not already have an account you will need to click on “\* New Account” otherwise click on “Login” and skip to step 4

3. Complete the registration to create your account.



4. Click on “+ Add Student”

# How to ENROLL new students at Montabella Community Schools

Which School Year are you Registering for?

**CURRENT YEAR**  
(Attending in the 2021-22 school year)

**NEXT YEAR**  
(Starting in the 2022-23 school year)

Which **Grade** are you registering for in 2022-23?

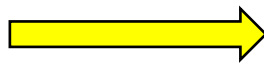
Please select Grade for 2022-23

5. Select the appropriate year of enrollment. A new dropdown will ask for the grade.

Which **Grade** are you registering for in 2022-23?

Kindergarten

Registration is open!



Continue to Registration >

2022-23 REGISTRATION  
You are currently registering for next school year.  
(That's fine, but [click here](#) if you'd like to return to the current school year)

### Add a New Student

**Legal Name:** First:  Middle:  Last:   
MUST match the name on the child's Birth Certificate (including suffix).

**Student Preferred Name:** Preferred First Name:  (Only if different from First Name above)

**Student Email:** Admin only field:   
The school will provide the student's email after enrollment if appropriate.

**Student ID:** Admin only field:

**Date of Birth:** Month:  Day:  Year:

**Demographics:** Gender:  Grade for 2022-23:


**Home Address:** Street Address:  Unit #:   
City:  State:  Zip:

**Important Registration Information**

**Transferring From:** School Name:   
If transferring, list the school this student transferred from.

**Sport History:** Ex. Track and Field - 2019   
LIST ALL school sports (and year) this student participated in before transferring.

**Homeschooled / External Student**  Check this box if student will participate in sports/activities but will not be enrolled at a Montabella Community Schools school.  
**IMPORTANT:** This is not related to any virtual learning that might be offered for the 2022-23.

 **Create Student** Cancel

6. Complete the form to create student record. Once all information is complete click on "Create student".

# How to ENROLL new students at Montabella Community Schools

**New Student Registration Process**

In order to register [redacted] in the Montabella Community Schools you will need to:

- Complete and Sign** this form, as well as every form in the formset to the left within FinalForms.
- Schedule** a Registration Appointment with your registrar. This appointment **MUST** be done in person and a picture ID will be required. Appointments are scheduled to expedite the process and prevent Appointment takes place at:  
**Montabella Community Schools Central Registration, 1390 E North County Line Rd., Blanchard, MI 49310**
- Bring** the following documents in the [Document Checklist](#) with you to the appointment. The registrar **must see original documents** and will copy those documents to return originals back to parents and/or guardians. If all required documentation is not presented at the appointment, all documentation will be returned and another appointment will be scheduled.

[Documents Checklist \(Blue documents = click & print links\)](#)

Print this form

**Forms**

- New Student Registration Process
- Contact Information
- Demographic Information
- Additional New Student Info
- Health History & Medical Profile
- Medications
- Injuries & Hospitalizations
- Past & Ongoing Health Conditions
- Emergency Medical Authorization
- Transportation Information
- Student Handbook
- McKinney Vento Intake Affidavit Form
- Kindergarten Screening Form
- Optional Technology Loan Agreement
- Immunization Information Release
- Acceptable Use Policy
- Media Book Form
- Consent for Social Worker Services
- Student Media Release
- Household Information Survey

**New Student Registration Process**

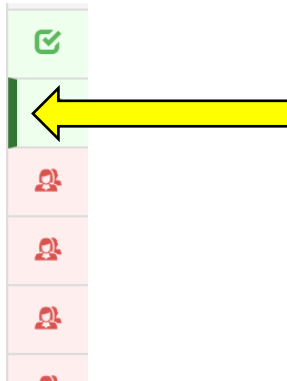
- Contact Information
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- Injuries & Hospitalizations
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- Transportation Information
- Student Handbook
- McKinney Vento Intake Affidavit Form
- Kindergarten Screening Form
- Optional Technology Loan Agreement

## Forms Status Key

Understanding form status symbols:

<- A bar to the left = Current form
Red = Incomplete form or unsigned by parent
Yellow = Complete form, but unsigned by student
Green = Signed and completed form

7. You will need to complete every tab highlighted in **RED**. As you complete each tab, it will turn **GREEN**. If it is still red, there is missing information.






The darkened cursor shows you what tab you are currently working on.

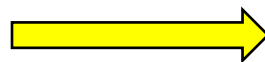
8. If you need to upload documents, such as birth certificate, proofs of residency, or immunization records you can click on the file to add them.



## How to ENROLL new students at Montabella Community Schools

9. Click on "Choose file" to select documents to upload.

Uploaded	Documents
8/9/2021	 sports physical 2021.pdf
9/8/2020	 Sports Physical-Med History page.jpeg
9/8/2020	 Sports Physical-PPP-Consent-Insurance page.jpeg



 **Choose File**

**Close**

Once all forms are complete click on submit. From there, Montabella will be notified of a new student enrollment. We will give you a call to discuss further details.