

Kennedy Middle School – 23101 Masonic Blvd., St. Clair Shores, MI 48082

586-285-8800 – Fax: 586-285-8804

How to Register for School - 2016 - 2017

6 Easy Steps:

- 1. Bring required paperwork to school office**
- 2. Fill out a Pre-Registration form**
- 3. Log into Power School and create a parent portal**
- 4. Click into INFOSNAP and answer registration questions**
- 5. In August – Log into Parent Portal to complete your registration**

KENNEDY MIDDLE SCHOOL RESIDENTS:

1. Parents need to bring the following to school:
 - a. **Student's original birth certificate**
 - b. **3 Proofs of residency** (3 pieces of mail with your name and address on them - such as a purchase agreement, rental agreement, utility bills, insurance bill, credit card statement, etc.)
 - c. **Student's immunization record**
2. Parents will be asked to fill out a **pre-registration form**. (This form is available at the school office and on our website at www.kennedymiddleschool.weebly.com).
3. When all of the above has been completed, parents will be given instructions explaining how to create a parent portal account in power school. Once you have a parent portal account you will be linked into INFOSNAP where you will fill out the next step of the registration process.
4. In August, **ALL parents of students registered for the 2016 – 2017 school year will be asked to log into their parent portal, click the link for INFOSNAP and finish the registration process**. This is when you will list who can pick your child up from school, medical information, etc. **The August procedure is a required step, and must be completed prior to registration.**

SCHOOL OF CHOICE STUDENTS:

Your process to register for school is the same as a resident, except you have a few steps prior to those listed above.

If you live outside of our district and wish to attend Kennedy Middle School, you will need to apply for Schools of Choice during one of the open enrollment periods (which are listed on our website). The Schools of Choice application can be picked up in our office, or you can find it on-line at www.lakeshoreschools.org. Complete and sign the application form (**be sure to fill out the school requested**) and provide 3 items showing proof of residency in Macomb County. Attach a current report card and have the discipline form signed by current school (discipline report can be enclosed or faxed from previous school). Return all items to Ms. Chelsey Schell at Lake Shore Public Schools, 28850 Harper Ave., St. Clair Shores, MI 48081. Fax: 586-285-8463. You can email any questions to cschell@lsps.org.

Ms. Schell will process all Schools of Choice applications and send letters to both the parent and the school requested on the form. The parent then calls the school to set-up an appointment to meet with the principal.

Once accepted as a Schools of Choice student – the registration process that is listed above is the same.

If you have any further questions about registering your child for the 2016 – 2017 school year, please contact Vicki Lawson at: 586-285-8810, or you can email any questions to vlawson@lsps.org.

Pre-Registration Form

2016 – 2017 School year

Student Name: _____

Grade: _____ Date of Birth: _____

Address: _____

City, State, Zip: _____

Phone: _____

Parent Name: _____

Parent Email: _____

Parent Signature: _____ Date: _____

OFFICE USE ONLY

____ Birth Certificate

____ Immunizations

____ Residency

____ Parent given Portal/Infosnap

Student Number _____